DOCUMENT RESUME

ED 205 735 CE 029 722

TITLE	Preparing for Leadership in Industry. State Handbook--Utah State VICA Assoc.
INSTITUTION	Utah State Board of Education, Salt Lake City.
PUB DATE	Sep 81
NOTE	204p.; Some pages will not reproduce well due to light, broken print.
EDRS PRICE	MF01/PC09 Plus Postage.
DESCRIPTORS	Citations (References); Instructional Materials; Learning Activities; Lesson Plans; Postsecondary Education; *Program Development; *Program Implementation; Secondary Education; *State Programs; Statewide Planning; *Trade and Industrial Education; *Vocational Education; *Youth Clubs
IDENTIFIERS	Utah; *Vocational Industrial Clubs of America

ABSTRACT

This handbook is designed to aid Utah trade and industrial education teacher-advisors and student leaders in organizing and running a Vocational Industrial Clubs of America (VICA) club in their high schools. The guide attempts to supply its users with the extra material needed to have a well-organized, -functioning club. Emphasis is on people-oriented skills. The guide is organized in seven sections. Following the foreword and acknowledgments, the third section introduces VICA and traces its evolution in Utah. Section 4 is a guide to the symbolism, creed, goals, and purposes of the club and duties of officers. Sections 5 and 6 explain how a VICA club operates, with instructions on how to form it, and sets forth the program of work that should be undertaken by Utah clubs. Activities are suggested. The last section consists of notes to advisors, including an adviser's guide, hints for hosting VICA meetings, the state VICA association and its constitution, contest rules, course of study for VICA, and a list of reference materials. Lesson plans are included, along with instructional materials suitable for duplication. (KC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

CE

ED205735

CE029722

PREPARING FOR LEADERSHIP IN INDUSTRY

State Handbook

Utah State VICA Assoc.

BEST COPY AVAILABLE

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

✓ This document has been reproduced as received from the person or organization originating it.

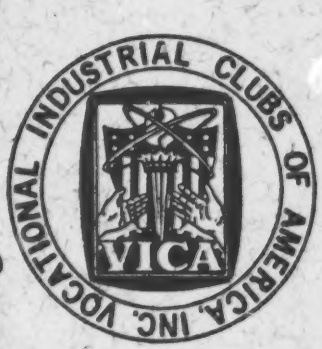
☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

V. L. Hall

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."



Utah State Office of Education Trade & Industrial Education

UTAH STATE

VOCATIONAL INDUSTRIAL CLUBS OF AMERICA

SECONDARY - POST-SECONDARY

STATE HANDBOOK

Utah State Board of Education
1981

UTAH STATE

VOCATIONAL INDUSTRIAL CLUBS OF AMERICA

SECONDARY - POST-SECONDARY

STATE HANDBOOK

BEST COPY AVAILABLE

UTAH STATE BOARD OF EDUCATION

Walter D. Talbot
State Superintendent of Public Instruction

Vaughn L. Hall
Deputy Superintendent

DIVISION OF VOCATIONAL-TECHNICAL EDUCATION

Walter E. Ulrich
Administrator

Ralph A. Andersen
Specialist, Trade & Industrial Education

Salt Lake City, Utah
September 1981

UTAH STATE BOARD OF EDUCATION
Walter D. Talbot, Executive Officer
250 East 5th South
Salt Lake City, Utah 84111

BOARD MEMBERS

Mrs. Lila B. Bjorklund, Chairman
Salt Lake City 84103

Jesse Anderson, Vice Chairman
Ogden, 84401

W. Dean Belnap
Kaysville 84037

Mrs. Neola Brown
Cedar City 84720

Mrs. Joan Burnside
Magna 84044

Karl Shisler
Roosevelt 84066

A. Glenn Christensen
Salt Lake City 84107

Mrs. Erma J. Christensen
Salt Lake City 84105

Rodney L. Dahl
Sandy 84070

Ross B. Denham
Provo 84601

Jay A. Monson
Logan 84321

LaPriel W. Lublin
Secretary

STATE COURSE OF STUDY COMMITTEE

Walter D. Talbot, Chairman
Superintendent of Public Instruction
Salt Lake City 84111

Steve Adams
Parowan 84761

Oral L. Ballam, Dean
College of Education
Utah State University
Logan 84322

James Blair, Superintendent
Logan School District
Logan 84321

Robert Erdman, Dean
Graduate School of Education
University of Utah
Salt Lake City 84112

Stephen L. Garrett
Orem 84057

Lynn Haslem, Superintendent
Beaver School District
Beaver 84713

Mrs. Helen Linford
Cedar City 84720

Santiago C. Sandoval
Clinton 84015

Lynn Diane Smith
Ogden 84403

M. Donald Thomas, Superintendent
Salt Lake City School District
Salt Lake City 84111

Lerue Winget, Secretary
Associate Superintendent

FOREWORD

The business of Trade and Industrial Education is that of assisting young people in preparing themselves for successful wage earning employment and assisting youth and adults already employed as wage earners to become better employees individually.

Practically all workers in the wage earning jobs of today are social beings on the job as well as in the home and community. The success of most wage earners as employees depends upon social development as well as upon skills and technical knowledge. It is important, therefore, that young people who are preparing for wage earning employment be provided opportunities for the development of the social graces needed to get along with other people.

In this guide an attempt has been made to supply its users the "extra" material needed to have a well-organized, functioning club. Many times lack of understanding of how the club is to function results in little effort and progress; on the other hand, knowledge of the goals of a club cause those responsible to view it as an impossible task. The operation of a well-functioning club is really quite simple, and so another purpose of this book is to make these jobs as simple as possible. The reason for using this type binder is so that the users may duplicate any part of the contents and still have it in tact.

The question of club meeting times arises quite often. The State Office personnel feel that since VICA should be an integrated part of the T & I Program, a more effective club and hence a more effective T & I program will evolve if class time is used for club meetings.

A person may get sick from eating too much ice cream and little or nothing of other foods. Also, care must be taken in placing emphasis and not let VICA be the whole show. It is felt that, if needed, a one-hour club meeting every two or three weeks would not be out of line.

Walter D. Talbot
State Superintendent
of Public Instruction

ACKNOWLEDGEMENTS

It is with great appreciation that we acknowledge those who have provided their State Handbooks for our use in developing this handbook. Those states were: Oklahoma, Ohio, and Texas. Also, sister clubs of Utah FFA, DECA, and FBLA.

VICA STATE GUIDE CURRICULUM COMMITTEE

Dr. Austin G. Loveless
Utah State University

Dr. Neill C. Slack
Utah State University

Ralph A. Andersen
Utah State Office of Education

Roger King
Jordan School District

Don Pendergrass
Utah Technical College of Provo

Dean Christensen
Davis School District

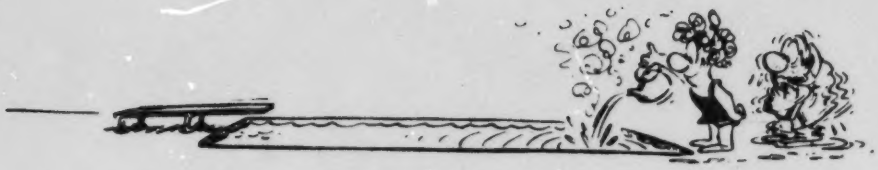
Max Belnap
Davis School District

Glade Bailey
Jordan School District

Dave Palmer
Jordan School District

TABLE OF CONTENTS

		Page
I.	Foreword	iii
II.	Acknowledgement	iv-v
III.	Introduction	1
	Utah History	2-4A
	Directory of Officers	5-5A
	What's VICA All About	6-17
	Services of the State Association	18
	Basic Ten of Chapter Management	19-29
	Evaluation Sheets	30-31
IV.	Guide	32
	Symbolism	33-34
	Motto	35
	Pledge	35
	Creed	36
	Goals and Purpose	37-39
	Duties of Officers	40-69
	Applications	70
V.	How It Operates	71
	Structure	72-75
	How to Form a Club	76-80
	Membership Dues Explained	81-84
VI.	Program of Work	85
	Goals	86-87
	Utah VICA's Program of Work	88-89
	Suggested Activities	90-91
VII.	Notes to Advisors	92
	Advisor's Guide	93-100
	Hosting Hints for VICA Meetings	101-107
	State VICA Constitutions	
	Secondary Association	108-108D
	Post-Secondary Association	109-109E
	Notes on Contest Rules	110
	Course of Study for VICA	111-180
	List of Reference Material	181



INTRODUCTION

UTAH ASSOCIATION
OF THE
VOCATIONAL INDUSTRIAL CLUBS OF AMERICA
HISTORY

The first years of VICA in Utah are somewhat sketchy for history. These years were in some ways very successful, but also took much care and nurturing to keep it growing.

In the spring of 1965, Jed Wasden, from the State School Office, was invited to attend the First Annual Trade and Industrial Youth Conference which was held in Nashville, Tennessee, May 6, 7, and 8. Dr. Wasden, at the last minute, was unable to attend and called on Clinton Zollinger to attend in his place. Mr. Zollinger who was the Vocational Director of Davis District attended with a student from Clearfield High, Larry Williams. At this conference the Constitution of the Vocational Industrial Clubs of America was adopted. Utah was one of the original States in the birth of a new and great youth organization.

The school year 1965-66 saw slow but steady growth. Among clubs of the State were Clearfield, Davis, and Cedar High. Larry Williams from Clearfield was the State President. The first State Conference was held at Clearfield High on May 4, 1966, at 3:00 p.m. The following officers were elected to office by acclamation: President, John Kennedy, Clearfield, and Vice President, Danny Walker, Cedar.

On June 21, 22, and 23, 1966, Max Belnap, electronics instructor from Clearfield High, along with John Kennedy from Clearfield and Danny Walker from Cedar High attended the Second National Conference at Little Rock, Arkansas. The following year again saw slow but constant growth. John Kennedy as President, along with the advisor, helped to organize a State VICA Conference at Clearfield High in May of 1967. Four clubs attended with about thirty members.

The summer of 1967 saw success at the National Conference for Utah. Among those attending were Roger King, Jordan High; Gene Sorensen, Granger High; Ralph Christensen, Davis High; and Bruce Sharp, a student from Granger High. Bruce was elected Region V Vice President which was an honor for Utah.

The school year 1967-68 was directed by Monty Foster as President from Davis High, who made great strides with Utah VICA. A spring State Convention was held at UTC at Salt Lake on March 29-30, and was most successful.

The summer of 1968 saw Monty Foster, along with advisors Gerald Anderson from Carbon and Roger King from Jordan, at Oklahoma City for the 4th Annual National Conference.

Jeff Densley from Bountiful High took the reigns of VICA for school year 1968-69. The State Conference was held at UTC April 4, 1969.

In the summer of 1969 Jeff Densley, Dale Stone, and some advisors attended the 5th National Conference at Memphis, Tennessee. It was an excellent conference and seemed to fan the flames which put Utah firmly on its way to being a leader in the National VICA Organization.

Jeff continued on for a 2nd term of office in 1969-70, with the State Conference being held at Logan on April 16, 1970. The summer of 1970 was the most successful and best attended National Conference for Utah. The State chartered a Greyhound bus and 39 students and advisors were off for a most successful week at St. Louis, Missouri.

Paul Soper from Jordan High led Utah VICA through 1970-71, and was one of the outstanding leaders of VICA. The Spring Conference was held at Utah State University in Logan on April 15, 1971.

Dave Jenkins was elected to be Utah's President for the school year 1971-72. A large delegation attended the 7th National Leadership Conference at Indianapolis, Indiana. They again traveled many long hours on a bus to and from their destination. There were several who placed high in national competition, including some 1st places.

The Spring Conference, once again, was held at Utah State University in Logan on April 27, 1972. This was possibly the most successful conference thus far. In attendance were 23 clubs and close to 400 participants. Gary Lloyd from Jordan High was elected to the President position for the school year 1972-73.

The summer of 1972 was most exciting. Forty-two delegates boarded a plane on July 9, 1972 for the 8th National Leadership Conference held in Roanoke, Virginia. The conference was a great success and all were motivated to make Utah VICA bigger and better.

1973 saw great growth as a result of several workshops held through out the State. A week long workshop for instructors at Mill Hollow in the High Uintah mountains was the motivating factor for a membership jump to an excess of 1500 members.

In 1974-76 there were changes in the State office of State VICA. Directors with Mr. Richard Zimple serving for one year then Mr. Ralph Andersen taking the leadership position which he presently holds.

The year 1975 saw the Utah VICA under the direction of Dr. Austin Loveless, professor of Industrial Education at Utah State University. The State Conference was conducted at UTC at Salt Lake and was a great success. That year the Utah delegation with 150 students and advisors attended the National Conference in Washington, D.C. under the direction of the new T & I Specialist, Ralph Andersen, a former professor of Auto Engineering at Weber State College. The Utah Association returned with 12 awards, 3 gold, 1 silver and 8 bronze medallions.

The year 1976 saw VICA continue under the direction of the State Specialist for T & I. The State Executive Committee was organized, composed of State officers and advisors. This group gave VICA more enthusiasm at the state and local level. The State Conference was conducted at BYU and UTC at Provo with 750 students competing in leadership and skill contests. That year, 155 students and advisors attended the National VICA Conference in Miami Beach, Florida. The Utah Association brought home 19 awards, 9 gold, 7 silver, and 3 bronze medallions, thus winning more awards than any other association in the nation. We also have two people representing Utah at the International Skill Olympics Training Institution in Cincinnati, Ohio. They also were chosen to represent the United States of America in the International Skill Olympics in Holland in 1977. They are Darrol Pulsipher, Bricklaying, Granite District and Roger Allen, Carpentry, Jordan District and their advisors, Warner Schoeck and Dave Palmer.

During the year 1977 VICA continued under the direction of the T & I Specialist and the State VICA Executive Committee. Ken Bluemlein, Jolyn Carter and Lynette Reid attended the National and State Officers leadership training workshop in Washington D.C. Darrol Pulsipher, Warner Schoeck, Roger Allen and Dave Palmer participated in the International Skill Olympics in Holland. This year the State Leadership Conference was held at UTC/SL with all of the staff and local industry participating as the Technical Committees and Judges for the Leadership and Skill Contests. The '62 winners and advisors then attend the National VICA Convention held in Cincinnati, Ohio. The Utah Association brought home 13 proud 1st, 2nd, and 3rd place national winners.

May we continue the VICA enthusiasm through 1978 as we hold our State Leadership Conference on the Weber State College Campus and attend the National Leadership Conference in Birmingham, Alabama and also throughout the year. The Utah Association was proud to bring home 16 first, second and third places from Birmingham out of the 161 students, advisors, and parents that attended.

July 1979 we had 157 students, advisors, administrators and parents represent our state at the National VICA Leadership Conference in Atlanta, Georgia with Utah bringing home 16 1st, 2nd and 3rd place winners. November of 1979saw Dean Christensen, Metal Trades Instructor at Viewmont High School selected as State Director of VICA and Ralph Andersen serving as Utah corporate representative. To provide direction and coordination, a board of directors was also formed representating 13 Utah districts and institutions.

The Utah Association was proud to bring home 10 1st, 2nd and 3rd class winners from the National Leadership Conference in Atlanta, Georgia June of 1980.

At the 1981 National Leadership Conference & Skill Olympics at Atlanta, Georgia, Utah received 4 1st place winners, 5 2nd place winners, and 3 3rd place winners.

HISTORICAL SUMMARY OF LEADERSHIP
UTAH STATE VICA-SECONDARY

YEAR	STATE PRESIDENT	SCHOOL	ADVISOR	STATE DIRECTOR
1965-66	Larry Williams	Clearfield	Max Belnap	Jed Wasden
1966-67	John Kennedy	Clearfield	Max Belnap	Jed Wasden
1967-68	Monty Foster	Davis	Ralph Christensen	Jed Wasden
1968-69	Jeff Densley	Bountiful	Melvin Bryson	David Gailey
1969-70	Jeff Densley	Bountiful	Melvin Bryson	David Gailey
1970-71	Paul Soper	Jordan	Roger King	Garth Hill
1971-72	Dave Jenkins	Jordan	Roger King	Garth Hill
1972-73	Gary Lloyd	Jordan	Roger King	Garth Hill
1973-74	Terry Pritchard	Box Elder	Howard Gittins	Richard Zimple
1974-75	Kent Merrell	Olympus	William Nordfelt	Austin Loveless
1975-76	Scott Brown	Jordan	Roger King	Ralph Andersen
1976-77	Dale Rasmussen	U.B.A.V.C.	Garth Sorensen	Ralph Andersen
1977-78	Dave Roberts	Viewmont	Dean Christensen	Ralph Andersen
1978-79	Steve Lautenschlager	Layton	Theron Twogood	Ralph Andersen
1979-80	Cory Nielson	Hillcrest	Glade Bailey	Dean Christensen
1980-81	Tim Rasmussen	U.B.A.V.C.	Dick Jones	Dean Christensen
1981-82	Keith Falcon	Alta	Rick Van Ausdale	Dean Christensen
1982-83	Mike Reading	Bingham	Gale Mecham	Dean Christensen

HISTORICAL SUMMARY OF LEADERSHIP
UTAH STATE VICA POST-SECONDARY

YEAR	STATE PRESIDENT	SCHOOL	ADVISOR	STATE DIRECTOR
1978-79	Dennis Huston	UTC/SL	Dick Darnell	Ralph Andersen
1979-80	Lynnette Reid	BYU	Garth Hill	Dean Christensen
1980-81	Paul Syndergaard	Snow	Russ Mendenhall	Dean Christensen
1981-82	Bill [illegible]e	BYU	Garth Hill	Dean Christensen

NATIONAL OFFICERS FROM STATE OF UTAH

1967-68	Bruce Sharp	Granger	Gene Sorensen	Jed Wasden
1976-77	Brad Walton	UTC/	Richard Kendell	Ralph Andersen
1979-80	Dennis Huston	UTC/SL	John Anjewierden	Dean Christensen
1980-81	Lynnette Reid Smith	UTC/SL	Pat Tinnin	Dean Christensen

WHY DO YOU BELONG TO VICA?

Have you ever wondered what it was like to study in the vocational area before the advent of the Vocational Industrial Clubs of America? Individual units may have flourished such as radio clubs, automotive clubs, etc., only to flicker and die and later by rekindled in a new flood of enthusiasm. Meetings were irregular, sometimes held in the pizza parlor, and parliamentary procedure was tossed to the wind. Others took little note of your activities and the image of the vocational student was not exactly on the highest possible plane.

Today is a different story. A strong national and state VICA Association exists to assist you in personal improvement and group cooperation. On Labor Day, 1971, President Nixon challenged the American people to "restore the dignity of work." Your National Executive Director, Larry Johnson, has accepted that challenge on behalf of all the VICA members in the world.

VICA affiliation fulfills your needs for fellowship and provides you the following benefits:

(Adapted from Why Do You Belong to the FFA? by William Paul Gray, National Executive Secretary, Future Farmers of America)

1. <u>You belong to a strong school group</u>. Most high schools have organizations for students, therefore, VICA is your organization where you can make plans according to your interests and purposes. You solve your own problems and thus develop self-confidence; as you plan and work you are learning how to "help yourself." Few national student organizations enjoy greater freedom of self-government under adult counsel and guidance than VICA!

2. You learn leadership and "followship." Your participation in VICA activities helps you develop leadership abilities and training for vocations. As a result, many vocational youth are assuming positions of leadership in the community and government; they are influencing the trends and policies in the present-day world of work. At no time in history has there been a greater need for intelligent and trained leadership; however, our modern society requires good "followship" as well as leadership, and VICA offers opportunities for its members to develop those qualities of "followship" necessary in any youth organization and local association.

3. You learn to work with others. This is a quality of every good VICA member, and to do this you must develop tolerance and understand the opinions and rights of others. Good VICA associations have members who work as a "team" in performing their section activities.

4. You learn to accept responsibility. Cooperative experiences provide VICA members with an excellent opportunity to recognize and develop responsibilities for activities in local organizations and community work. These activities help you become interested in events of national and international scope ... and you become a better citizen.

5. You develop ability to express yourself. Your active participation in section meetings and performing committee work helps you learn how to preside over and take part in public meetings and to speak in public. We have all admired the outstanding leadership and the speaking ability of the national officers at the national convention. However, these leaders started as Green Hands and WORKED themselves up through unselfish, wholehearted participation in chapter and state self-improvement activities.

6. You are provided an excellent means for recognition. All of us like a "pat on the back" for doing a good job and being appreciated by friends or persons we admire. The VICA provides you such recognition through your degree advancement, contests, and exhibits. Make the VICA the show window of your interest and ability to "Learn to Do and Do to Learn" in your vocational instruction.

BE CAREFUL -- YOUR JACKET IS SHOWING

That VICA jacket you're wearing sets you apart. You are not, in the eyes of most people a "run of the Mill" product. You represent a "select" specimen. You are the human product from the industrial society of your community. To produce this product your parents have given unselfishly their love, money, tears, and devotion.

The name of your club is easily read by the passerby, as the white letters on a blue field tells the world you belong to a great American organization.

It is your obligation as an individual to conduct yourself in such a manner that you will not degrade the best vocational group the jacket symbolizes. When you don this cloth, think of it as a soldier does the uniform he wears, the flag he carries and the oath he has taken. Think of it as the minister or priest who solemnly drapes his holy cloak on his form as he talks to God, marries his people or buries the dead. Remember! You are as the chosen knight of the Round Table who proundly wears his colors and represents his family whose crest appears on his shield.

Your colors of red, white, blue, and gold, the motif carried out in the design of your jacket, marks you as a young man chosen by your leaders to represent the best we have in industry. So conduct yourself in towns, cities, and at conventions, any place you may go, that this great emblem of our VICA will be honored and people who are watching you will admire and respect the boy in a vocation today who will be the man of industry tomorrow.

If civilization loses respect for vocational trades and those who are responsible for its stature in the life of the world, you will be the man they will hold responsible. The opposite can be true, and you are the one they will be looking at today, tomorrow, and in the years to come. As you accept the dignity of wearing the blazer, be greatly pleased with the good deeds it will see performed by the chosen few. God advised that we should not throw our pearls on a pig, neither should you put a VICA blazer on a boy who shows by his behavior that he has few or no desirable traits. He who would wear the VICA blazer should deserve it, not only in his own estimation but in the estimation of all who may see him.

The people of America look to VICA to provide many great leaders for the future. All the world will be benefited and peace will reign if it succeeds. Fit your character as well as your body to that worthy symbol on the important jacket you wear as a member of the VICA. You are the boys we train today to solve tomorrow's challenging problems. Just working is not enough; these jobs will need men of great character and wisdom. It is obvious we should cultivate the products of the world. Be careful--your jacket is showing.

Here are 12 points that may help you know how and where to properly wear your VICA jacket:

1. The jacket should only be worn by persons who are members of the organization.

2. It should be kept clean and neat at all times.

3. For the most attractive appearance, the jacket should be worn on official occasions with the zipper or buttons fastened. The collar should be turned down and the cuffs in place and buttoned.

4. It should be worn by officers and members on all official VICA occasions, as well as other occasions where the chapter is represented. It may be worn to school and other appropriate places.

5. The jacket should only be worn to places that are appropriate for members to visit.

6. It should be worn by contestants in the National Public Speaking Contest, and at other occasions when VICA members are receiving awards.

7. School letters and insignia of other organizations should not be attached to or worn on the jacket.

8. The jacket should not be worn with garments bearing the insignia of other organizations.

9. When the jacket becomes too faded and worn to wear in public, it should be discarded or the emblems and lettering removed.

10. The emblems and lettering should be removed if the jacket is given or sold to a non-member.

11. When the jacket is worn by a member he always conducts himself as a gentleman.

12. Members should refrain from smoking while wearing the VICA jacket or officially representing the organization.

WHAT VICA'S DO

SELF - The VICA member seeks to serve himself by developing into a happy, mature productive citizen. By being dedicated to the cause of his education he serves others as well as himself.

EVALUATION - During the year members take time to evaluate their activities, attitudes and progress. They take stock of what they are doing and what they can do for improvement. Evaluation is a means of improving the quality of current work and gives a basis for future planning. Evaluation reports by members should be made in Chapter meetings and discussed openly by all. Reports of this nature are not interesting only to the members, but should be given to the school's administrators as examples of VICA work. Good community publicity is helpful, too.

FAMILY - The family is the focal point of every VICA's life. Promoting the family's well being and safety is the way a VICA develops into an adult capable of bearing the responsibility of his own family. Helping to make home an attractive and comfortable place can be an activity where a student uses training in class, or on-the-job, to build Mom a piece of furniture or redecorate a room in the home, or some other project depending on the student's training.

SCHOOL - The VICA is proud of his school and works to make it a better place for learning. Everyday thoughtfulness will help keep a school neat. School clean-up and beautification drives develop school pride. Working to help develop or improve the school's library of occupational texts and materials is a worthwhile idea. Ushering at school events, operating a concession stand for a good cause, or being a "big brother" to an underclassman during orientation are typical of the VICA. Being available to assist counselors, teachers, principals, and other school personnel is a way of expressing your appreciation for what the school is doing for you.

AN OBLIGATION

I am an elected officer of a local VICA

I am aware of the responsibilities and duties of my office

I realize that my enthusiasm for club activities will reflect to all my fellow club members

I accept this responsibility with a real desire to make our state a moving and growing success

I want to be the best officer ever elected to this office

I will diligently serve to the best of my ability as a representative of all those who had the faith in me to elect me

I will do my best to abide by the pledge of the Vocational Industrial Clubs of America and support its constitution and by-laws

I shall take the club creed as a part of the philosophy of my life

CHAPTER - The Chapter is the most vital working unity of the entire structure of VICA. This is where member participation is most important. It is here that activities are planned and conducted. This is where the democratic process is practiced, and leadership is developed. The Chapter is the basic social unit. Members usually have supervised social activities, such as: inviting out parents, employers, interested persons, and sponsoring cook-outs, dances, etc.

COMMUNITY - Developing civic consciousness is an important part of the VICA's development. Understanding how local government operates and exercising the right to vote to choose community leaders is only a sample of future responsibilities. Thinking of those less fortunate and trying to understand that people are interdependent on one another is essential. The VICA seeks to fulfill his civic responsibilities by sponsoring and participating in community service projects. These services are of immediate value to the community and help prepare the VICA for adult responsibilities in the community.

STATE AND NATION - Striving to be better citizens is an important task of the VICA member. Basic is patriotism. Knowing history is not enough, the VICA must work to develop a true appreciation for the democratic way of life and always be aware of forces that might steal his freedoms. A VICA works to preserve his heritage by practicing democracy, honoring the flag and fulfilling his civic responsibilities. Understanding other people and nations is accomplished by reading books, entertaining foreign visitors, and hearing guest speakers.

11 KEYS TO LEADERSHIP

1. SET A GOOD EXAMPLE - Your subordinates tend to emulate you, so make sure you're worthy of imitation.

2. GIVE YOUR PEOPLE GOALS AND A SENSE OF DIRECTION - They need to know why as well as what they are doing.

3. KEEP THEM INFORMED - When changes are in the offing, let them know.

4. LET THEM IN ON YOUR PLANS - Ask for their advice. Let them know you want them to play a part in your decision-making.

5. LET THEM KNOW THAT YOU WILL HELP THEM TO GET AHEAD - Help one man toward a raise or a promotion and your whole staff will perform better.

6. DON'T GIVE ORDERS - Give requests and suggestions.

7. EMPHASIZE SKILL, NOT RULES - Keep an open mind about unorthodox solutions. His way may be better than your way.

8. GIVE CREDIT WHEN IT IS DUE - Everyone wants and needs recognition for a job well done.

9. PRAISE IN PUBLIC - and

10. CRITICIZE IN PRIVATE - Ridicule a man for his mistakes and he will tend to avoid situations which expose him to the possibility of making another mistake. Praise a man publicly and he will seek more responsibility.

11. MAKE NEW IDEAS WELCOME - Never disparage a man's brainchild, no matter how wild it seems, or he won't come to you when he has a good idea.

"That's just fine — now let's see if you can bend over and touch the floor."

TEN COMMANDMENTS OF HUMAN RELATIONS

1. Thou Shalt Love People ... Not Just Use Them. The greatest thing in the world is a person. The greatest thing about a person is his motive, and the greatest motive is love.

2. Thou Shalt Develop Understanding ... If every man's care were written on his brow, how many would our pity share who bear our envy now?

3. Thou Shalt Compliment More Than Criticize ... You had better cover your neighbor's faults with a cloak of charity. You may need a circus tent to cover your own!

4. Thou Shalt Not Get Angry ... If you are right, you don't need to. If you are wrong, you can't afford to.

5. Thou Shalt Not Argue... It's no use to win the argument and lose the people. Beware of the attitude which says:

   In matters controversial
   My attitude is fine
   I always see two points of view
   The one that's wrong, and mine.

6. Thou Shalt Be Kind ... You had better be kind to the people you meet on the way up, they are the same ones you meet on the way down.

7. Thou Shalt Have a Sense of Humor ... A sense of humor is to a man what springs are to a wagon -- it saves him a lot of jolts.

8. Thou Shalt Smile ... No man is ever fully dressed until he has a smile on his face-remember, "Laugh and the world laughs with you, weep and you weep alone."

9. Thou Shalt Practice What Thou Preachest... One example is worth one thousand arguments.

10. Thou Shalt Go To School To the Headmaster of the Universe. The Master of Men; the Secretary of Human Relations... namely Jesus Christ. He is the greatest leader of men the world has ever known...the personification of the ultimate in human relations!

BEATITUDES OF A LEADER

Blessed is the leader who has not sought the high places, but who has been drafted into service because of his ability and willingness to serve.

Blessed is the leader who knows where he is going, why he is going, and how to get there.

Blessed is the leader who knows no discouragement, who presents no alibi.

Blessed is the leader who knows how to lead without being dictorial; true leaders are humble.

Blessed is the leader who seeks for the best for those he serves.

Blessed is the leader who leads for the good of the most concerned, and not for the personal gratification of his own ideas.

Blessed is the leader who develops leaders while leading.

Blessed is the leader who marches with the group, interprets correctly the signs on the pathway that leads to success.

Blessed is the leader who has his head in the clouds but his feet on the ground.

Blessed is the leader who considers leadership an opportunity for service.

- Author unknown

* * * * * * *

THE MISTAKES OF MAN

The delusion that individual advancement is made by crushing others.

The tendancy to worry about things that cannot be changed or corrected.

Insisting that a thing is impossible because we cannot accomplish it.

Neglecting development and refinement of the mind and not acquiring the habit of reading and studying.

Refusing to set aside trivial preference.

HOW THE UNSUCCESSFUL STUDENT SEES HIMSELF

A person who doubts himself is like a
Man who would enlist in the ranks of
His enemies and bear arms against himself.
He makes his failure certain by himself being
The first person to be convinced of it.

Alexandre Dumas

WHAT THE TEACHER BELIEVES

No printed work nor spoken plea
Can teach young minds what men should be,
Not all the books on all the shelves
But what the teachers are themselves.

Anonymous

THE ART OF CHANGING YOURSELF

Wilferd A. Peterson

Man alone, of all the creatures of earth, can change his own pattern. Man alone is architect of his destiny.

William James declared that the greatest revolution in his generation was the discovery that human beings, by changing the inner attitudes of their minds, can change the outer aspects of their lives.

History and literature are full of examples of the miracle of inner change. Do you know the Persian story of the hunchback prince who became straight and tall by standing each day before a statue of himself made straight?

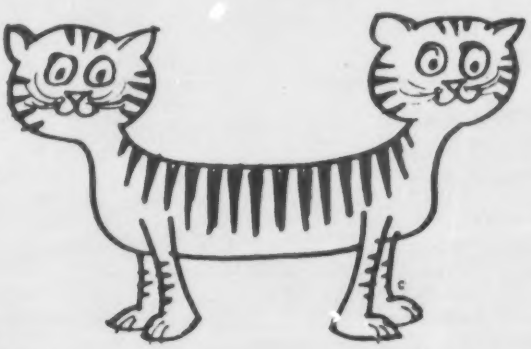
Change requires the substituting of new habits for old. You mold your character and future by your thoughts and acts.

Change can be advanced by associating with men with whom you can walk among the stars.

Change can be inspired by selecting your own spiritual ancestors from among the great of all ages. You can practice the kindliness of Lincoln, the devotion of Schweitzer, the vision of Franklin.

Change can be achieved by changing your environment, let go of lower things and reach for the higher. Surround yourself with the best in books, music, and art.

Change can be accomplished most of all through the power of prayer, because with God all things are possible.



Eleanor Roosevelt:

"No one can make you feel inferior without your consent."

SERVICES OF THE STATE ASSOCIATION

The existence of an organization is only justified if it serves to develop and train youth, and this is the purpose of the state association. Below are listed functions of the association:

1. Assist in the development of clubs and promoting of membership.

2. Promote unity, the development of youth, and of clubs through the promotion of communications, a program of activities, and conferences.
   - A. Communication
     - (1) Correspondence
     - (2) Newsletters
     - (3) Newspaper
     - (4) Magazine
   - B. Activities
     - (1) Contests
     - (2) Statewide Projects
     - (3) State Program of Work
     - (4) Exhibits
   - C. Conferences
     - (1) District
     - (2) Regional
     - (3) State
     - (4) National

3. Publishing of Materials
   - A. Handbook for Members
   - B. Brochures for Public Relations
   - C. Contest Rules

4. Administration of State Association
   - A. Financing the Work of the State Association
     - (1) Dues
     - (2) Contributions
     - (3) Fund Raising Projects
   - B. Election of Executive Council
   - C. Working with Advisory Council

5. Cooperating with National VICA
   - A. Promote Nationwide Projects
   - B. Promote National Unity
   - C. Participate in National Activities
     - (1) Conference
     - (2) Contest
     - (3) Work Committees
   - D. Promote National Program of Work

ORGANIZATION AND MANAGEMENT

To insure a complete and informational program during the school year, step by step coordination and planning is a must. The following information is an expansion of the chapter management techniques found in the Ohio VICA Local Officers Handbook.

With appreciation we use the following plan from Charles Dygert, Ohio State Director.

Just what is chapter management? It is the implementation of the five basic functions of chapter operation: Planning - Organizing - Staffing - Directing - Evaluating. The use of these basic principles will not only help with the effectiveness of your program, but will assist in a more efficient chapter operation. These basic principles can be defined as ten steps commonly referred to as the "Basic Ten of Chapter Management".

I. A "Program Plan of the Year"

A month by month program must be developed and should contain activities reflecting ideas, opinions, and goals of the total membership. Sources for program planning: membership questionnaire, survey of school and community needs, previous project evaluations, State and National handbooks, other youth organizations.

II. A "Year's Planned Budget"

Activities require financing. With the outlined program developed for the year, a budget must be designed to accomplish these objectives. A committee, usually indicated as the finance committee (including the club treasurer), shall be directed to prepare the financial requirements of the club's programs, including all anticipated expenses and possible sources of income to cover these expenses.

Armed with the information, the finance committee can determine if the objectives are within financial reason or if they are over-ambitious and would require additional financing. In any case, the finance committee shall present their findings to the membership for their approval. If the activities are within the financial means of the club, then little resistance should be anticipated in its passage. However, should the objectives of the organization exceed the expected income of the organization, then adjustments must be made. The membership may ask the program planning committee, who proposed the year's activities, to reduce the scheduled programs in order to avoid further financial responsibility. On the other hand, the members may feel the planned program is well within the objectives of the club and direct the finance committee to seek the ways and means for additional financing to cover the programs. In any event, whether the program is cut or the budget is expanded, one or the other must be altered to retain a sound program with adequate financing.

III. Organizational Structure

The conduct of a local club activity is the responsibility of every member. Each individual within your organization must have a function to perform. A balanced structure of club responsibilities is important to equalize the work load and pinpoint responsibility. Individuals will then acquire a greater opportunity to utilize their own abilities, plan and execute their own activities, while developing and training themselves and others. An effective organization structure will also create an atmosphere to assist in the integration of personalities and make for improved human relationships.

The organization structure plays an important role in identifying responsibilities of the individual member. Therefore, it would seem important to either print copies of your orgnaization structure or create a poster size copy (or larger) to display in the club meeting room. Members are less apt to shirk responsibilities when members are aware of those assigned duties.

IV. Motivation

Motivation is the magic word of the educator. Without motivation, learning is hampered and many times extinguished. If learning is to occur, the student must be able to relate the knowledge to some individual need. To offer knowledge with a tag of "this is important to know" will not sell the learner. He must be able to visualize the information as being of some need to him, now or in the future. Youth activities very often spur interest to subject areas, such as: a student has a renewed interest in English so he may be able to better express himself in the club meetings or a member of the clubs publication committee sees a need for a greater vocabulary. Students using parliamentary rules in business sessions are better able to discern the operation of government in civics class. The club secretary may wish a course in typing to better prepare the minutes. Cooperating with community officials in a clean-up campaign may stimulate interest in studies of municipal government. The list is as exhaustive as the ideas contrived by the members to plan new activities. The utilization of the club activity as a motivational force must be considered an important function of the activity. While one cannot guarantee this reaction in all members, the very possibility of a positive motivational force in one or two members indicates its significance.

It is important for all members to clearly understand the organization, but equally important is the member's interest in taking an active role in the club's activities. Without this formula, the individual will, without a doubt, find difficulty in contributing to the organization and likewise, benefiting from his membership. The club advisor's role in providing the spark to encourage strong activity on the part of the individual member is an ability which could make or break an organization. In every situation the membership will adopt the enthusiasm of the leader, be it negative or positive. Therefore, the individual's enthusiasm is a direct reflection of the leader's ability to motivate.

The advisor must be ready to fan the simplest flicker of enthusiasm to keep the ambitions and ideas of the members burning. The prime quality of the advisor must be his positive approach for generating enthusiasm in others. The advisor, as an instrument of motivation, can never afford to dampen the enthusiasm of the club effort. To do so will create untold difficulties in ever rekindling any effort towards real participation in an activity. A positive approach may be a simple compliment or a long heart-to-heart talk; but in any case, it may be just the spark needed to cause an individual or an organization to surge ahead towards new accomplishments.

In today's educational setting, with a multitude of activities available for youth, the local VICA organization must offer appealing activities if it is to be effective in attracting young people to its program. It is important that the advisor analyze every facet of the chapter's activities from a member's viewpoint and interest level and not from his own.

Youth must be motivated, supervised, stimulated and informed. As an advisor or VICA officer, you should ask yourself these questions:

1. Is the job or task clearly outlined?

2. Do the individuals who have assigned tasks in the chapter have the skills necessary to carry out these assigned jobs?

3. Do the advisors and officers attend meetings regularly; and, does the advisor interfere in meeting functions or merely advise when necessary?

4. Is the advisor aware of all meeting and committee progress?

5. Is praise given those who carry out their tasks, and is criticism tactfully used when necessary?

6. Does the chapter operate with a list of objectives (calendar) to insure progress is up to par?

As the key motivator of the club activity, the advisor must be aware that his actions serve as examples for the members, therefore, he should set the best example possible.

SIX GOALS OF A MOTIVATIONAL LEADER

1. Show enthusiasm!

2. Strive for achievement!

3. Set examples by involving yourself beyond what is expected! (An 8 - 4 instructor creates an 8 - 4 student)

4. Share credit for success and recognition!

5. Share blame for failure, but offer suggestions for improvement!

6. Conduct your actions so that members may be proud of you!

V. Membership Recruitment

Active membership recruitment is an essential function of any club activity. Stimulation of a club effort can only be maintained through an on-going active member recruitment program. The one-shot method of creating interest in your activity will only attract motivated young people and deny entry to the individual who may wish to join as he sees others profiting from their membership. The activity must constantly have its doors open for membership to insure everyone the opportunity for participation in worthwhile activities and fulfill a need for personal growth. But don't expect a flood of applicants simple because you offer the opportunity for membership. Regular membership drives are essential.

Even though the membership drive has added spice and renewed loyalty to the existing members and new members to add to the rolls, the job is not done. A new member is not a member until he has completed certain requirements or membership. New members need to know they are wanted. Surprisingly enough, the most frequent reason for club drop-outs is because they don't feel wanted. The initial entry into an organization is extremely critical. The fledgling wants to learn and become an active member. Therefore, he needs guidance and assurance that he is needed in the organization. The new member needs a great deal of personal attention in his initial stages.

Here are some tips on handling prospective members:

1. Invite the student to a regular meeting as a guest.

2. Give him enough advance notice to assure no conflicts and personally take him to the meeting.

3. Introduce him to as many members as possible before the meeting starts.

4. Send parents introductory letter.

5. Formally introduce him during the meeting as a guest and prospective member.

6. The president should make all prospective members feel welcome and extend to them an invitation to join.

7. At the conclusion of the meeting all prospective members should be asked to meet with the membership chairman for a brief orientation.

   This first orientation should cover basic purposes, aims, and objectives. All pertinent local information as to dues, initiation fee, meeting times, etc., should be thoroughly explained.

8. The VICA member should bring the new member to the next several meetings to assure that he feels needed and wanted.

9. All new members' names should be put in the local publication and they should be promptly placed on the state and national mailing list.

10. The new member should be given constant personal attention until he can function on his own as a VICA member.

When the new member has accepted membership, he should be formally installed as a member. A formal installation indicates to the new member that he is becoming active in a worthwhile organization. If possible, the ceremony should be presented before the entire membership. Once the student is a true member of the organization, he must be given responsible duties to insure his retention as an active member.

To review the principles of a sound membership campaign designed for growth and development of the individual and organization, the following list of six functions are essential for successful membership growth.

(a) Establish an active membership program
(b) Contact all eligible students
(c) Give prospective members personal attention
(d) Have a formal installation
(e) Conduct an enthusiastic orientation program
(f) Give new members meaningful responsibilities

VI. Contribution of "other" individuals

Many individuals and organizations are eager to assist, when needed, to enhance the development of your local organization.

While the advisor may be adept in many areas of the club activity, he cannot be expected to be an expert in all areas of youth development and organizational management. He, therefore, should turn to the various agencies and civic groups for assistance. A two-fold benefit can be realized from such an arrangement: first, your organization benefits from these services offered by the various organizations; and secondly, the organizations become aware of your activity, understanding its goals and purposes, giving your club a valuable public relation tool. Additionally, these contacts may lead to future employment and educational opportunities.

WHERE WOULD A CLUB ADVISOR OR OFFICER LOOK FOR ASSISTANCE?

The school - within each school system there exists many capable individuals who would be eager to offer services to your program. The speech or english teacher could lend a hand in the instruction of public speaking, or give assistance to the publications committee in the preparation of your newsletter. A program of banquet etiquette could be presented by your home economics teacher. The development of a choral group or a drum and bugle unit could bring the band director or music teacher to give advice and counsel. When instructing in the areas of parliamentary procedure, the government or civic teacher could offer valuable assistance.

With the inclusion of your principal and superintendent in some of your functions, new understandings and relationships are nurtured, and in most cases strong administrative support for your club function results. It should be recognized that establishing a youth club demands school administration backing which tends to insure a worthwhile activity.

School administrators, who do not understand the purposes or motives of a club activity, should not be expected to automatically endorse such an effort. This is why it is so very significant to include school officials in the initial stages of organization and continue to use their organizational abilities throughout the year. Honoring the school administration and staff with certificates and membership status will also help to enlist their contributions for your club activity.

The community - each community has governmental units, church organizations, professional associations, and civic groups, which could be petitioned to give both moral and physical help in the establishment of wholesome youth activity. The mayor's office could be an excellent starting point to coordinate a city clean-up campaign or a club governmental awareness project. The various council members and mayor's assistants may be willing to assist as speakers for one of your programs. Again, honorary membership would be in order.

The city police and fire departments could coordinate: fire safety programs, poison control campaign, fire arm safety instruction before annual hunting season, a car safety lane operation, or any other event or program in which they could be of assistance.

The local church organization could assist in your club's annual needy family collection of Thanksgiving or Christmas. Likewise, their knowledge would be of value while attempting to bring to the school an awareness of world hunger and suffering. Also, the local minister or priest could be a direct aid in the identification of the duties of your club chaplain.

The various civic associations, with school administration approval, could directly assist your club with organizational and administrative problems within your chapter. Civic groups, such as the Lions, the Jaycees, Civitan International, Kiwanis, Optimist Club, and the Toastmasters and Toastmistress Clubs, all have youth development programs to directly assist with the leadership training of your club members and officers.

The success of your youth activity in providing a well-rounded program of activities and meaningful leadership development opportunities for the members will depend a great deal on the club leaders' effectiveness in utilizing the resources of school staff and community government, church and civic associations. If the activity is to broaden the base of a student's experience, it is mandatory that individuals, external to your club activity, are fully involved in the conduct and planning of the youth activity.

VII. Membership meetings

A good meeting is the core of a successful club activity. The meeting, as a leadership skill, helps to orient and assimulate new members, create greater enthusiasm, provide leadership training, and in general establish an atmosphere of group achievement. However, the meeting cannot accomplish these objectives unless considerable energies have been spent in the planning of the next gathering of the membership.

The meeting should be planned at least one week in advance of the date chosen to bring the members together. The meeting planners are generally the executive officers and advisor. This planning committee should structure the meeting to meet certain objectives. These objectives should include: necessary chapter business, progress of current club activities (committee reports), plans for future activities (new business), guidance to mold the membership into a functioning unit, provisions for leadership training, educational activity, (guest speaker or film) and provide fellowship.

Well planned, regularly held chapter meetings are necessary to maintain member interest, insuring regular attendance, and for promoting the general welfare of the group. An annual program should be planned in September by the planning committee. Each meeting should be part of the annual program, rather than just a gathering that is not part of the total program. Meetings are held to conduct chapter business. Never meet just for the sake of meeting; have a definite reason for holding each meeting.

Chapter activities are to help make school work of the members more interesting - not to take the place of school work. Regular night meetings should be held in addition to those held during the school day. Social and recreational activities should be included in several of the meetings.

Satisfactory chapter meetings must:

1. Be carefully planned in advance.
2. Be started and closed on time.
3. Move along with pep and enthusiasm so members will not become bored and time will not be wasted.
4. Proceed according to the agenda.
5. Have the business proceedings recorded by the club secretary.
6. Be conducted according to parliamentary procedures.
7. Be held in a well-lighted, ventilated comfortable meeting place.
8. Include well-prepared committee reports.
9. Show that each officer knows his duties and responsibilities.
10. Hold the interest and attention of all members.

VIII. Good Publications

A local publication (newsletter) is a necessary segment of an active communication and publication, easy to read, with information on current events concerning your activity. A committee, with a budget, should be established to put your local story in print.

The basics of a good publication include the following:

A. A format should be selected and retained for each publication. If your committee adopts an 8½ x 11 page with three columns, be sure each issue reflects this decision.

B. The selection of the individuals who will actually write the news is important. They must have an understanding of writing a news story to be able to make your publication an effective tool of public relation.

Your writing should observe the following pointers:

* Use short, easy-to-read sentences.

* Paragraphs should be short, too. A good rule of thumb is to have no more than four typewritten lines in each paragraph.

* Language should be simple, grammar correct.

* Check and double check every name, address and quotation for accuracy.

* Organization names should be written in full the first time mentioned; later you may abbreviate.

* Keep the story brief.

Pick out the most important or interesting part of your information. This will be your "lead". It is the opening paragraph of your story. It should be short and pack a punch. You want it to be so interesting that the reader or listener will feel that he's really going to miss something if he doesn't go on to the rest of the story.

The trend in lead-writing is toward one sentence. And a short sentence, at that.

* Facts should be accurate, not exaggerated.

When your story is written, check to make sure that all important information has been included. Re-check the accuracy of the story - accuracy cannot be emphasized enough. Ask yourself if enough names have been included to give the story a personal touch.

C. The publication should be printed at least once a month. If at all possible, time the printing so that the issue will be received by the members a few days prior to the next meeting. This will give the member an up-date on current events so he may be better informed for the meeting.

D. Economic restrictions may prohibit the publication of a professionally designed newsletter. But, every school has, at least, a spirit ditto machine which is very economical to operate. This type of reproduction can produce attractive copies. However, the design is up to your publications committee.

E. Adhere to news copy deadlines. The local newspaper will not hold a publication for a late news item and neither should your publications committee.

F. Encourage committee chairmen to prepare news releases concerning their activities. This is a must if they expect support and club interest and enthusiasm for their projects.

G. The distribution of your paper is important. To produce a publication that no one sees is a wasted effort. Be certain that your school and community is well supplied with copies. So they may be aware of your activities, local newspapers, will, many times, reprint one of your articles as a public service.

H. Have publications committee visit your local newspaper to learn how to present newsworthy stories for publication.

Here are some good tips in maintaining good press relations:

1. See the right person at the right time. Don't take up their time when they are close to deadline.

2. If the press asks you for information, get it to them quickly and without qualifications.

3. Don't be offended when the press checks your story. That's their job.

4. Be sure the story has news value and deserves press attention.

5. Contact the press personally whenever possible. Keep articles brief.

6. Furnish photographs when appropriate.

7. Don't expect to be shown an advanced copy of your story.

8. Use news conferences sparingly.

9. Be honest with media. Give them only the facts.

The local publication is a valuable link in the chain of public relations. If a community is knowledgeable of your activities (via your publication) and those activities are worthwhile, you can be sure of support in your efforts.

IX. Record Keeping

Members of a responsible organization will keep good records of their activities (income, expenses, successes, and failures) to direct and guide the next year's chairman. Analysis of both successful and unsuccessful activities will often provide information for success. Each activity must be recorded, using a standard reporting procedure adopted by the organization, to insure the continuance of productive programs.

Record keeping is everyone's responsibility. The club secretary and treasurer keep records because they realize that it is one of their functions as an officer. But how about the committee chairman? Is he keeping records of all committee meetings, including decisions reached and action taken? These records, if kept intact, establish a sequence of events that can be of valuable assistance to the new chairman. The new chairman can pull the records for that particular event, evaluate its success or failure, present the findings in a committee meeting, and take action which should insure a profitable activity. However, if proper records had not been retained, the whole committee would be working in the dark and searching for answers to assist them in their task.

The following points should be considered when evaluating and recording a possible project:

A. How much will it cost to run?

B. If it fails, how much could we lose?

C. What is the maximum possible profit?

D. What has been the previous success of this or similar projects?

E. Is the community ready for such an activity?

F. How many man hours of planning and work are required?

G. Will project conflict with other events in the community?

H. Are outside agencies needed to complete this project?

The records of meetings, committee actions, projects, income and expenditures, correspondence, and membership are all valuable materials to be retained by an organization. Without adequate records, organizational growth is stymied, for each administration will be searching for answers. The organization who evaluates and improves its programs through analysis of club records is paving the way for a successful and growing club activity.

X. Club Representation at State and National Meetings

Most organizations developed within the past ten years have expanded and developed regional, state and national structure. The individual club member must be aware that he is a member of an organization, national in scope, and thus has rights of representation in the deliberation of their conduct and decisions. While a strong local activity is important, likewise is the members attention to matters of the national organization. To ignore this responsibility and take an apathetic attitude will tend to restrict the development of the individual at the local level. Every member has a responsibility to be informed concerning new and changing policies of the various national organizations. (In this respect, the member is preparing himself for identical responsibilities after graduation - responsibilities of citizenship which require the same awareness of the operation of local, state and national government.) The right of representation must be exercised. If your club rates two voting delegates at a state or national meeting, be sure you have representatives there, informed and ready to debate the issues. Too often, criticisms are lodged against decisions in which a majority of the membership representatives were not present. Almost without exception, these criticisms are from the chapters that failed to have representatives at the policy-making sessions. An active, informed membership must be "involved" in all segments of the club activity, be it local, state or national, to insure their representation on matters which concern their club's function.

PERSONALITY SELF RATING SCALE

Circle the appropriate number following each trait. Five is outstanding, four is excellent or considerably above average, three is average, two is mediocre, and one is poor. Total your score below.

1.	Do I maintain a well-groomed appearance?	1 2 3 4 5
2.	Is my posture alert and poised?	1 2 3 4 5
3.	Do I have a pleasing voice?	1 2 3 4 5
4.	Is my disposition cheerful?	1 2 3 4 5
5.	Do I make friends easily?	1 2 3 4 5
6.	Do I exert a positive leadership?	1 2 3 4 5
7.	Am I generally thoughtful of the feelings of others?	1 2 3 4 5
8.	Is my enthusiasm sincere and contagious?	1 2 3 4 5
9.	Do I persevere until I achieve success?	1 2 3 4 5
10.	Am I sincere in my interest in other people?	1 2 3 4 5
11.	Am I ambitious to get ahead?	1 2 3 4 5
12.	Do I get along well with others?	1 2 3 4 5
13.	Do I react constructively to criticism?	1 2 3 4 5
14.	Do I remember names and faces?	1 2 3 4 5
15.	Am I punctual on all occasions?	1 2 3 4 5
16.	Do I have and evidence a spirit of cooperation?	1 2 3 4 5
17.	Am I free from prejudice?	1 2 3 4 5
18.	Do I know how people react in most situations?	1 2 3 4 5
19.	Do I refuse to allow what other people say to hurt me?	1 2 3 4 5
20.	Am I generally a good listener?	1 2 3 4 5
21.	Can I criticise without being offensive?	1 2 3 4 5
22.	Do I usually like people for what they are (or do I wait to see if they like me)?	1 2 3 4 5
23.	Do I enjoy being part of a group?	1 2 3 4 5
24.	Am I reliable?	1 2 3 4 5
25.	Can I adapt myself to all situations?	1 2 3 4 5

Total Score _____

And now to evaluate your scores -- If your score totaled over 100, your personality rating is definitely superior. And if you've been honest with yourself, you are among the people who are most likely to succeed. 90-100 is above average. 75-90 is average. 75-90 is average. Below 75 shows plenty of room for improvement.

MONTHLY EVALUATION

MONTH _____

ADVISOR _____

SCHOOL _____

TRADE AREA _____

Number of Students Enrolled ____

Number of VICA Members ____

Meeting Dates _____

How Many Members Were Present? _____

Was This Meeting Unit _____ All School _____

List the agenda for the meetings:

1. _____ 5. _____
2. _____ 6. _____
3. _____ 7. _____
4. _____ 8. _____

What committees were appointed or reported to the group:

1. _____ 5. _____
2. _____ 6. _____
3. _____ 7. _____
4. _____ 8. _____

What type activity was planned or carried out:

1. _____ 5. _____
2. _____ 6. _____
3. _____ 7. _____
4. _____ 8. _____

State briefly how this meeting carried out the yearly program of work. If more space is needed please use another page.

GUIDE

43

Symbolism of the Emblem

THE SHIELD REPRESENTS PATRIOTISM

The shield denotes belief in democracy, liberty and the American way of life.

THE TORCH REPRESENTS KNOWLEDGE

The flaming torch reflects the light of knowledge which dispels the darkness of ignorance. In the light of the torch, progress will be made toward the vocational goals of the individual.

THR ORBITAL CIRCLES REPRESENT TECHNOLOGY

The circles present the challenge of modern technology, and the training needed to accept and master the challenge of new technical frontiers and the need for continuous education.

THE GEAR REPRESENTS THE INDUSTRIAL SOCIETY

The gear, symbolic of the industrial society denotes the interdependence and cooperation of the individual working together with labor and management for the betterment of mankind.

THE HANDS REPRESENT YOUTH

The hands portray a search for knowledge and the desire to acquire a skill. In the process to attain knowledge and skill, the individual will develop a respect for the dignity of work and become a productive and responsible citizen.

THE COLORS REPRESENT OUR ORGANIZATION

Red and white represent the states and clubs; blue represents the common union of the states and clubs; and the gold represents the individual, the most important element of the Vocational Industrial Clubs of America.

THE PLEDGE

UPON MY HONOR, I Pledge

To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers,

To base my expectations of reward upon the solid foundation of service,

To honor and respect my vocation in such a way as to bring repute to myself,

And further, to spare no effort in upholding the ideals of the Vocational Industrial Clubs of America.

MOTTO

Preparing for Leadership in the World of Work

VICA CREED

I Believe in the Dignity of Work

I hold that mankind has advanced to his present culture through the intelligent use of his hands and mind. I shall maintain a feeling of humbleness for the knowledge and skills that I receive from craftsmen, and I shall conduct myself with dignity in the work I do.

I Believe in the American Way of Life

I know our culture of today is the result of freedom of action and opportunities won by our American forefathers, and I will uphold their ideals.

I Believe in Education

I shall endeavor to make the best use of knowledge, skills, and experience that I learn in school in order that I may become a better workman in my chosen occupation and a better citizen in my community. To this end I will continue my learning both in and out of school.

I Believe in Fair Play

I shall through honesty and fair play respect the rights of my fellowman. I shall always conduct myself in the manner of the best craftsmen in my occupation, and treat those with whom I work as I would like to be treated.

I Believe Satisfaction is Achieved by Good Work

I feel that compensation and personal satisfaction received for my work and services will be in proportion to my creative and productive ability.

I Believe in High Moral and Spiritual Standards

I shall endeavor to conduct myself in such a manner as to set an example for my fellowman by living a wholesome life and by fulfilling my responsibilities as a citizen of my community.

GOALS AND PROGRAMS FOR YOUTH DEVELOPMENT

The Vocational Industrial Clubs of America serve the trade, technical and industrial students of America through development of their citizenship and leadership qualities. To do this, it has been necessary for VICA to establish goals and develop programs with consideration for the unique needs of youth living in an age where skill and motivation are essential to success.

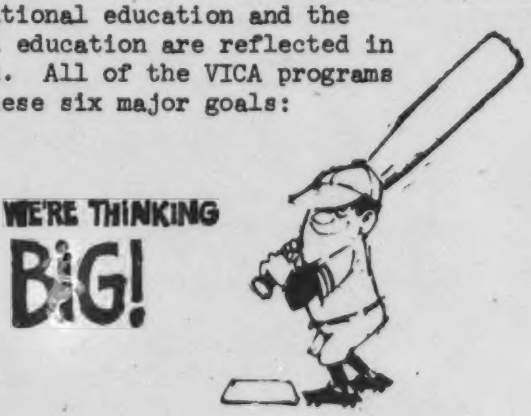
VICA's programs are an outgrowth of its goals. Central to all of these programs is the concept of the total development of the individual.

Facing a dynamic future in trade, technical and industrial education, only dynamic and far-seeing programs can serve the many youth who must be served.

NATIONAL PROGRAM OF WORK

"The youth of VICA, if we will concert our efforts, can contribute significantly to the betterment of not only ourselves but also mankind."

A National Program of Work outlining specific areas in which VICA members might actively work, sets the pace for VICA nation-wide. An awareness of the needs of industrial youth, the objectives of vocational education and the universal value of industrial education are reflected in this National Program of Work. All of the VICA programs are in some way related to these six major goals:



. PERSONAL GROWTH

To assist each VICA member to start his own personal program of self-improvement by encouraging scholarship, citizenship and participation in VICA activities that will serve personal growth such as leadership conferences, home, school and community improvement activities.

. COMMUNITY UNDERSTANDING

To promote and improve relations and understanding among all segments of our society; such as among fellow students, students and teachers, employees and employers, management and labor, school and community, and other nations.

"I dropped a dime at the coffee machine and someone stepped on my finger."

. SAFETY

To reduce the rate of accidents among youth by promoting safety in the shops, classrooms, on the job, and on the highways.

. TEACHER RECRUITMENT

To make known the critical need for teachers and to encourage capable students to go into the field of industrial education.

. VOCATIONAL YOUTH COOPERATION

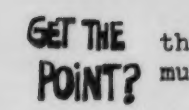
To promote greater cooperation of the youth involved in areas of vocational education.

. GOOD PUBLIC RELATIONS

To give the general public an awareness of the good work that youth engaged in industrial education are doing not only to better themselves, but also their community, state, nation and work.

GOALS OF THE ORGANIZATION

"These goals must be achieved if we are to meet the challenges facing VICA and trade, technical and industrial education."



To achieve potential membership and to continue to serve the development of industrial-technical youth, VICA's goals must include:

- Acceptance of VICA activities by the educator as an integral part of the instructional program
- Creation of programs that will motivate members in their training and club activities
- More and better leadership training programs
- Creation and expansion of leadership training conferences on local and state levels as well as national.

- Expanding competitive activities
- Additional publications for use by members and clubs
- Improvement of public relations at all levels through correspondence, publications, goodwill tours to industrial organizations, and the involvement of VICA in the mainstream of local school, civic and community activities.
- Improved financing of state organizations and of the National Organization
- The employment of a full-time person on the staff of each State Department of Education to carry out the duties of the State Association Advisor
- The establishment of a post-secondary division of VICA to accommodate students enrolled in other than high school training programs.

Duties of the Officers

Tips for Leaders

What is a Leader? Leadership is the ability in a well adjusted person to handle people, to inspire, or influence the actions of others to make decisions or move a group to action.

What are the Qualities of Leadership? A good leader must have certain qualities which can be learned by the average person if he works on them intelligently. These qualities are also highly desirable in everyday life.

1. A leader believes in and understands the principles of democracy.

2. A leader respects the rights and dignity of others. He realizes that every person can make worthy contributions.

3. A leader is willing to accept responsibility and do his part through work within the group.

4. A leader is able to work and get along with people in a friendly and peaceful manner. He must be straight forward, agreeable, and industrious. The leader praises where praise is due, and he has sensitivity to the basic trends and moods of the group.

5. A leader is able to communicate his thoughts and feelings in a clear and understandable manner as well as verbalize the ideas of the group.

6. A leader is well informed on matters which concern the group. He arrives at a decision only after he has had an opportunity to secure and study pertinent information.

7. A leader is confident in himself, he possesses integrity and also shows trust for his fellow group members.

8. A leader is optimistic and enthusiastic; he believes that group action can overcome obstacles and solve problems. He works within the group with "zest" and enjoyment.

9. A leader is open-minded. He does not claim to have all the answers; he seeks the opinions of the group and accepts and supports them if they seem best for the group. However, he is willing to compromise on issues.

10. A leader has strength of conviction. He will "take a stand" and be counted, yet he can be convinced otherwise if evidence is presented that leads him to know he is in the wrong.

11. A leader will show initiative in getting the group started through sound and careful planning. He proceeds with the group discussion with knowledge rather than with reckless abandon.

12. A leader is public spirited, thus he will not help one individual achieve a selfish end. The leader will desire and work for those things that will benefit the group.

13. The leader will restrain his own desires for self-expression, but when he does express facts or offer possible solutions, he should <u>never</u> make a statement which may commit him to partisanship.

DEMONSTRATING LEADERSHIP

1. Be sure you know what you are talking about. You should make every effort to refrain from discussing topics which may be controversial.

2. Stay out of arguments. No one ever won an argument. You should avoid any discussions relating to government policies, political issues, racial situations, etc.

3. In making any kind of a presentation before a group, never start a sentence with "I think." Discuss some of your Chapter or State Association activities, some of the outstanding accomplishments by VICA members and other topics which you know will be of interest to those whom you are addressing.

4. It always pays to be a good listener but at the same time, be a good conversationalist. It has been said that the secret of success lies in the ability to get the other person's point of view and see things from <u>his</u> point of view as well as your own.

5. Always refer to fellow VICA members as "Trade and Industrial Education students or VICA members." If possible, it is always desirable to call fellow students by their first name.

6. When speaking with or about IMPORTANT or OLDER people, they are always referred to as "Mr.", "Mrs.", or "Miss."

7. When you are talking with other officers in public places, never be critical of anyone and avoid all "griping."

8. It is always fitting to find something good to say or talk about when discussing items or activities referring to Trade and Industrial Education or VICA. You should avoid the remark, "My Chapter does it this way, etc."

9. Make it a point to act interested, to be friendly and smile. The words "Sir," "Thank you" and "Pardon me" are never out of place.

PERSONAL GOALS, HABITS, DRESS, AND ETHICS
DESIRED IN LOCAL OFFICERS

1. He should be a good speaker -- able to adapt remarks to any situation.
2. He should have a good personality.
3. He should have exceptional morals and be honest.
4. He should have good manners.
5. He should be reliable and punctual.
6. He should be a hard worker and cooperative.
7. He should have a good knowledge of Trade and Industrial Education and VICA.
8. He should have poise and be confident of himself.
9. He should be stimulating in everything he says and does.
10. He should be proud to be a VICA member and a Local Officer.
11. He should always dress to fit the occasion -- Personal neatness is a must.
12. He should wear his blazer with distinction.
13. a. Smoking while wearing the VICA Blazer is highly undesirable.

    b. The VICA Blazer should be kept in the best possible condition.

13. He should be humble, not a "glory grabber."
14. He should have a personal code of ethics.
15. He should conduct himself as a good Trade and Industrial Education student first and last, with VICA Blazer on or off.
16. He should know the proper method of meeting people.
17. He should know proper methods of correspondence.
18. He should be a good conversationalist.

19. He should be courteous. The words "Please" and "Thank You" pay dividends. Use them often.

20. He is careful of what he says and how he says it.

21. He does his level best at all times. He makes the most effective use of time and money.

22. He does not commit himself orally or in writing until he is sure he is right.

23. He is prompt in all appointments. He plans ahead - arrives a little ahead of schedule.

24. He makes a special effort to remember people's names. He keeps records of people he meets.

25. He uses good table etiquette at all times.

26. He avoids "smutty" or off-color jokes or stories.

REMEMBER -- the eyes of many people will be upon you. What you do and how you do it should leave a favorable impression. Watch your conduct, avoid anything that may be questioned.

QUALITIES OF LEADERSHIP AND CHARACTER

1. A leader believes in and understands democratic principles.

2. A leader respects the rights and dignity of all people.

3. A leader accepts responsibility.

4. A leader works well with others.

5. A leader is well informed before making decisions.

6. A leader is optimistic and enthusiastic.

7. A leader is confident in himself and trusts his brother members.

8. A leader is open minded but will take a stand based on knowledge and conviction.

9. A leader plans with his group.

10. A leader works for the benefit of the group.

Helpful Hints for Local Officers

1. As a local VICA Officer, you represent the only organization attracting youth to careers in Trade and Industrial Education.

2. Wherever you may go, people will be watching you. What you do and how you do it must leave a favorable impression. You must be mindful at all times that your conduct must never be questioned.

3. The words "please" and "thank you" are to be used often. You will find that they pay liberal dividends.

4. Be careful <u>what</u> you say and <u>how</u> you say it.

5. Always make the most effective use of your time and money. It is most important that you do your very best at all times.

6. <u>Never</u> commit yourself orally, or in writing, unless you are certain that you are right, or that you can keep the commitment.

7. If you have an appointment, plan to arrive <u>before</u> the appointed time.

8. If you must smoke, use good judgment in doing so. When you wear your VICA Blazer in public, you are not permitted to smoke.

9. Make a special effort to remember the names of people you meet. It might be helpful to keep a written record of these individuals for future reference, particularly, if you want to send them a "thank you" note. Always be sure you have their name spelled correctly.

10. Make it a point to know as much as you can about all the areas of vocational education in your state, particularly, some of the activities of the other vocational education youth organizations.

11. If you make a speech as a local officer during your term of office, here are some helpful suggestions:

    (a) Be sure to bring greetings from your local VICA Chapter

    (b) Express appreciation for being invited to participate in the activity

(c) Let the audience know you are aware of some of the outstanding activities the group is doing.

(d) Be sure to express appreciation for the efforts of the "VIPS" in promoting and assisting the group in its activities.

(e) Do not talk too long. A five-to-eight minute talk that is well planned in advance and presented effectively will serve the purpose. Remember that banquet programs particularly have a tendency to last too long

(f) If you use jokes or stories in connection with your presentation, make certain that they offend no one.

CHARACTERISTICS OF LEADERS

The Good Leader:	The Poor Leader:
Has faith in people and wants to work with them.	Takes the job for the "honor" that he can get out of it.
Has poise and confidence Speaks in a clear voice and enunciates words clearly.	Fails to understand what his example means to the other VICA members.
Carefully pre-plans his program so the meeting moves with dispatch.	Lets everything go until the last minute, then just hopes everything will work out.
Shows interest and alertness by his own attitude, mind, body and countenance.	Seems bored, is not alert, whispers to other members and appears disinterested.
Is democratic in dealing with VICA members.	Dominates, imposes opinions, and forces others to depend upon him.
Is fair and impartial -- doesn't take sides when he is presiding.	Shows what side he is on before getting the facts into the open.
Is patient, optimistic and gives credit for work done.	Is impatient, sarcastic, pessimistic, critical and takes the work of others for granted.
Is sensitive to the individual and recognizes individual differences.	Doesn't notice a loss of interest and fails to watch the group to detect boredom and weariness.
Acts as a helper, umpire and moderator so that all are encouraged to share in the work of VICA.	Cares about the business in general and does not consider individual differences.
Shows a sense of humor to relieve the tension of a serious meeting.	Has no humor in a meeting. The business is the most important thing, not the people.
Realizes that to serve VICA as a leader, his responsibility is to let others share responsibilities.	Takes advantage of his leadership position to show his importance.
Believes in the organization and has a sincere desire to serve it to the best of his abilities. Wants to be a team member.	Doesn't like the idea of giving anything extra to the organization; but does want to be the big voice.

SPEECH OUTLINE

I. Introduction

A. Recognize Chairman
B. Recognize Visitors
C. Recognize Parents
D. etc.
   1. Greetings from your VICA chapter or association
   2. Thanks for invitation
   3. Compliment group on some successful accomplishment
      If another club:
      (a) Recent project accomplished
      (b) Conference participation
      (c) 100% membership

      If another organization
      (a) For their cooperation with youth groups or other well-known activities of their organization

II. Main Topic of Speech

A. Suggested Topics
   1. School Betterment Project
   2. Civil Responsibility
   3. Community Improvement
   4. Future Plans through VICA
   5. Personal Development through VICA
   6. Major Activities of our VICA Chapter
   7. What We Learn in Vocational Education
   8. Opportunities and How my Program Prepares Me
   9. Our VICA Creed and What It Means to Me
   10. Youth Power is Important
   11. The Challenge my Group Presents
   12. Opportunities for Students in Vocational Education
   13. The Eight Essentials of Chapter Operation
   14. The Meaning of Leadership
   15. What It Takes to be an Officer
   16. What Are Good Guidelines for Money-Making Activities

III. Closing

Briefly review your topics. Thank the audience for their attention. Express appreciation again for their work and for allowing you to talk to the group.

THE PRESIDENT

The President is the key to the whole organization and must be selected for qualities of good leadership.

A good leader is one who can work with people and in turn get people to work with him for the good of the organization. He knows the work that has to be done and recognizes that it will take many people to do the job. He is able to judge impartially the interest and abilities of others and to determine where they can make the best contribution to the program. Furthermore, he delegates authority but never abnegates his own. He keeps himself informed at all times of the efforts and progress of those to whom he has given a responsibility and sees that the organization is moving forward.

The effective President is vitally interested in his organization and its purposes and constantly strives to acquire a better understanding of it. He knows how to delegate authority through the appointment of committees and chairmen. He understands the duties of each elected official and is aware of the quality of his performance.

The first duty of the President is to preside over all meetings. The manner in which this is done can make the difference between the success or failure of the organization and its meetings. Characteristics of good leadership are indicated when:

1. Meetings begin on time and proceed in the pattern established by the order of business.

2. The presiding officer shows a complete understanding of the matters under discussion and the possible effect of any recommendations on the organization.

3. The President fully understands his function as a presiding officer and never interjects his (or her) personal opinions or in any way dominates the situation.

4. Meetings are conducted by good parliamentary procedure and ample but not excessive time is allowed for discussion. A good President can bring the issue to a satisfactory conclusion when he sees the discussion is being monopolized by certain individuals or when the discussion is dragging because of insufficient response.

Order of business for a Local VICA Meeting

Opening Ceremony

(Roll call as part of ceremony - do not neglect to introduce guests at close of ceremony)

Minutes of previous meeting

Officer's Reports
(Treasurer will usually have his report ready at all meetings)

Unfinished or old business

Committee reports

New Business

Closing Ceremony

Other suggested leadership training activities

1. Demonstrations on parliamentary practice, dress, etc.
2. Discussion of any parts of officer qualification.
3. Prepare speech outline for future delivery.
4. Discussion of desirable and undesirable activities for a Local VICA President.
5. Others.

THE VICE-PRESIDENT

The Vice President is the first assistant to the President and should prepare himself for the office as carefully as the President. Generally, the chief responsibility of the Vice President is to preside at meetings and other functions in the absence of the President; therefore, he must be well informed of the issues and skilled in handling of the affairs of the organization.

However, the office of Vice President usually carries specific responsibilities for program planning. In most organizations this is a major task involving many skills and much hard work. Generally a committee is appointed to assist the Vice President in determining the program topics and personnel involved, securing speakers, arranging for adequate facilities, and developing the printed program. Work on the program should start early in the year and be completed as early as possible to provide an effective and successful year of activities.

The Vice President also assists the President by meeting with all committees, coordinating the program, and assuring that all activities are in keeping with general Club practices.

It is important to note that the Vice President must be prepared at any time to assume the office of President when necessary.

COMMITTEE REPORTS

The vice president of the chapter should arrange for sufficient number of committee report blanks for all committees for the entire year. Below is a recommended format to be reproduced.

Date _____

Report from _____ Committee

Committee Members: Present: _____

_____

_____ Absent: _____

Purpose of Meeting: _____

_____

_____

_____

(SAMPLE)

Action to be taken: _____

_____

_____

_____

_____

_____

_____

Comments: _____ _____

Chairman Secretary

VOCATIONAL INDUSTRIAL CLUBS OF AMERICA

Secretary's Book

SUGGESTED DUTIES OF THE SECRETARY

A good secretary contributes much toward the efficiency of a club. Some clubs have one or more recording and corresponding secretaries while others have only one secretary who performs all the duties belonging to that office. Whether your club has one secretary or more than one, you may find the following list of suggested duties helpful.

1. Keep complete and accurate account of proceedings of the club's business meetings and the meetings of officers. Minutes of meetings should include:

   a. Name of organization
   b. Kind of meeting
   c. Place, date and time
   d. Name of presiding officer
   e. Approximate number present
   f. All business proceedings
   g. Reports of committees, motions stated and action taken
   h. Signature of secretary

2. Keep a membership list and record of attendance at meetings.

3. Serve as chairman of the membership committee.

4. Call meeting to order in absence of the president and vice-president and entertain a motion for a temporary chairman.

5. Read minutes of meetings and call president's attention to any unfinished business.

6. Count the vote on either side, when a vote is by raising hands or standing, unless tellers have been appointed.

7. Read correspondence directed to the group.

8. Answer all correspondence promptly and file the letter and the reply for future reference.

9. Collect and record reports of all committees and all written resolutions.

10. Advise the president on matters of business to be taken up or business procedures to be followed.

11. Include in the secretary's book the following:

    a. Minutes of meetings
    b. List of state and local officers
    c. List of local committees
    d. Local, state and national programs of work
    e. Local and state constitutions

SUGGESTIONS FOR RECORDING MINUTES

The following suggestions may be helpful to the secretary in recording minutes:

1. Use a uniform heading for reports. Such headings should include: Identification of the meeting; date; place; time (usually); members present (use number if group is large - use individual list if group is small).

2. Use underlined headings and a separate paragraph for each different item on the agenda.

3. Start a new page for the report of each meeting.

4. Allow margins on each page.

5. Use only one side of the paper.

6. Number each page.

7. Write minutes in third person.

8. In a meeting which tackles a problem or issue, state the problem, note the major points of agreement, and the conclusion. If you are not certain a conclusion was reached, ask.

9. Ask the group to check the accuracy of your record when you are in doubt about their opinion on a point.

10. Record items in the order they are discussed. Notes can be cut apart and organized under headings later.

11. Collect all committee reports and attach to minutes. It is not necessary to take notes on the reports -- only on acceptance, rejection or modifications.

12. Record the names of persons making motions. It is not necessary to record names of those seconding motions.

13. Get the motions in the words of those who made them. If necessary, ask that the motion be written out.

14. Tell how the motion was disposed of.

15. Keep the minutes as brief as possible, but include all essential information.

16. State facts, not the opinions of the secretary.

17. Read the minutes at the following meeting where necessary changes and corrections are made in order to secure approval.

18. Include the minutes in this book in the approved form, typed (preferably) or written in longhand. Sign. They then become a permanent club record.

STATE OFFICERS FOR THE YEAR ____ (SAMPLE)

Office	Name	Address

STATE ADVISER

Name	Address

CLUB OFFICERS FOR THE YEAR_____

Office	Name	Address

ADVISER

Name	Address

PARLIAMENTARY PROCEDURE

67

USING PARLIAMENTARY PROCEDURE

by Thomas O. Harris, Ph.D.
Kansas State College of Pittsburg

(The page numbers in parentheses refer to Parliamentary Procedure at a Glance.[1])

Proper use of parliamentary procedure enables business meetings to run smoothly, and everyone should know how to use it. But if the chairman of a meeting misuses it and you (the members) do not know how to use it properly, you allow the chairman to railroad meetings--to run them the way he or she wants to. You may then become obligated to do things you may not want to do.

Remember, parliamentary procedure should protect: the rights of the majority, the rights of the minority, the rights of individuals.

If the chairman railroads, he is not using parliamentary procedure to protect people's rights. It is each member's responsibility to know parliamentary procedure and ensure that railroading does not happen. Here are some railroading methods that the chairman could use and ways to counter them.

1. Giving an opinion from the chair. The chairman, as well as every member, should practice speaking in third person. If the chairman wishes to express an opinion, he should ask another officer to assume the chair until the matter is settled (pg. XI-XII).

If the chairman abuses his position, rise to a point of order (pg. 5) and call the proper procedure to his attention. If he continues, appeal his decision (pg. 6).

2. Allowing only friends to speak. Persons wishing to speak should gain the chairman's recognition before beginning. The chairman must allow debate to alternate between friends and enemies of a motion. If the chairman allows only those sharing his opinion to speak, you can: (1) appeal the decision (pg. 6); (2) rise to a point of order; (3) rise to a question of privilege (pg. 3). Remember this, too: No member should speak a second time if the floor is being claimed by someone who has not yet spoken.

3. Not hearing a second. If a motion is not seconded, it dies, and you can proceed to the next item. If the chairman wants to kill a motion, he might say, "There being no second, the motion dies. . ."

If the chairman does this, rise to a point of order (pg. 5) and say that the motion was seconded and should now be open for discussion. If the chairman insists there was no second, appeal his decision (pg. 6) The chair's decision is then voted on.

4. Repeating a motion in his own words. The chairman should repeat the motion after it has been seconded in the same words in which it was given. If he repeats the motion in his own words and changes the meaning or intent, he thereby amends it by himself. To prevent this, the person who makes the motion should write down exactly what the motion is before it is made and give the wording to the club secretary immediately after it is made.

5. Misusing the phrase, "You're out of order." If a chairman rules you out of order, he must state why. If you disagree with the ruling, ask the parliamentarian for a ruling or appeal the chairman's decision (pg. 6).

6. Not announcing that a two-thirds majority vote is necessary. It is the chairman's duty to announce this detail before voting. If he does not, and only does so after the vote, you may either call for a division of the house (pg. 10) or appeal the decision of the chair.

7. Choosing only friends for committees. If the maker of the motion to refer to committee does not specify who is to be on the committee (pg. 15), the chairman may make appointments. To avoid a railroading problem, the maker of the motion should specify the committee's work, its time schedule, its reporting procedure and its composition. If the chairman appoints unqualified committee members, appeal the decision (pg. 6).

8. Making motions while in the chair. If the chairman wishes to make motions, another member must assume the chair until the motion has been disposed of. If he does not step down temporarily, rise to a point of order (pg. 5).

9. Suspending the rules. The chairman must obtain a two-thirds majority vote to suspend the rules (pg. 7). If he does not obtain it, rise to a point of parliamentary inquiry. This will call for a parliamentary ruling (pg. 5).

10. Announcing the results of a vote incorrectly--on purpose. Before a vote becomes official, the results must be announced to the group. If you suspect a mistake in the chairman's announcement, call for a division of the house (pg. 10) for a counted vote. Otherwise, the vote stands and is recorded in the minutes as announced.

11. Calling for motions and/or votes that are not necessary. The following five points simply ask for the chair's action. Do not let the chairman call for votes when these arise: (1) a question of privilege (pg. 3); (2) a point of order (pg. 5); (3) a parliamentary inquiry; (4) a request for information (pg. 5); (5) a nomination (pg. 21). If the chairman calls for a vote on these, rise to a point of order.

12. Not allowing nominations from the floor. Nominations from the floor are always in order (pg. 21) according to Robert's Rules of Order.[2] One exception occurs when a nominee's credentials must be

presented to a committee beforehand. (This is specified in the rules established by the group.) If nominations from the floor are not regularly allowed, rise to a point of order (pg. 5).

13. Calling for a vote at his discretion. The chairman may say, "If there is not further discussion on the motion, we shall proceed to vote." But if you wish to speak, you may stand to be recognized. If the chairman closes debate anyway, you can say: "Mr./Madame Chairman, I do not think the group is ready to vote yet; therefore, I move the previous question (pg. 13)."

If the group decides debate should continue, it can back you by voting "no" on the motion--thus killing it. Then, the floor is again open for discussion of the previous motion.

These are just some of the ways a chairman can railroad meetings. If you want to be able to counter them, it is your responsibility to know and use parliamentary procedure.

---

[1] O. Garfield Jones, Parliamentary Procedure at a Glance (New York, Hawthorn Books, Inc., 1971).

[2] General Henry M. Robert, Robert's Rules of Order Newly Revised (Glenview, Illinois, Scott Foresman and Company, 1970), p. 365.

Parliamentarian

The Club Parliamentarian serves as a consultant to the President on procedural matters. An authority on parliamentary procedure is frequently needed and the Parliamentarian is the source of such information.

The Parliamentarian who is a credit to the Club must possess certain qualifications:

1. A working knowledge of parliamentary law
2. The ability to give opinions based upon parliamentary law and not upon biased opinion
3. The ability to be a person in whom others have confidence, since he may be called upon to settle controversial issues.

The Parliamentarian, as the President's consultant on parliamentary matters, must perform a variety of duties:

1. Serve as a source of parliamentary information, having no authority to enforce his ideas or rulings.
2. Call attention to any error in procedure which he observes.
3. Keep in his possession necessary references to check if a decision is questioned. These references should include:
   a. Robert's Rules of Order, Revised
   b. Official Guide for the Vocational Industrial Clubs of America
   c. National, State and Local Constitutions

Treasurer

The treasurer is the banker and custodian of the Club funds. The responsibilities of the office include billing for annual dues, sending out membership records, assisting in the making of the annual budget, paying all approved bills, maintaining accurate records, and preparing financial statements. An annual financial statement, audited by a committee appointed by the President, is submitted at the end of each fiscal year.

The Treasurer must have full knowledge of the regulations concerning the handling of the organization's finances as determined by the Constitution and/or By-laws. A knowledge of simple account keeping must be mastered and all records must be maintained accurately.

The most important qualities for success in this office are accuracy and dependability. Monies should be collected, recorded, and deposited promptly. Approved expenditures should be recorded and bills paid upon receipt. Confusion and inaccuracies most frequently occur when details are not promptly attended to.

Reporter

The Reporter's job is mainly one of publicity. Good publicity is important to any organization to inform and interest the public in the group and its program and purposes.

After obtaining the details about a meeting or program from the Vice-President and Program Committee, the Reporter prepares the necessary news releases and distributes them to the local press, radio, and television media. Don't forget school bulletin boards, and other places necessary to reach people interested in the meeting. Information vital to press releases is place, date, and time of meeting; subject of program; speakers; type of meeting, etc.

Above all, the Reporter must have a "nose" for news and a knowledge of how to work with news people. The medium Reporter that handles school news can give you tips for writing a good article, what makes a good news story, and how to prepare copy for his medium. There is no better training than to visit the offices of these news personnel to learn the tricks of the trade. Perhaps you could get them to visit your vocational classes and your Club to see what your objectives are as a Reporter. If your community has more than one newspaper or radio or television station, don't play favorites with your stories: you may alienate the others and your stories may not reach all of the population.

Additional duties of the Reporter, with the assistance of a committee appointed by the President, could also include collecting publicity to display at State and National meetings. Such exhibits provide an opportunity to share ideas and publicity techniques. This would include:

1. Planning the type of material wanted
2. Planning preparation and presentation of the material
3. Arranging for place of display
4. Setting up the exhibit and arranging for its return

1. Gather and classify chapter news.
2. Prepare news notes and articles for publication or broadcast.
3. Contact local newspapers, provide with a cut or mat of the emblem and supply issues of the VICA "Advance" news.
4. Send news notes to State reporters.
5. File clippings and pictures of chapter activities and keep a chapter scrapbook.
6. Serve as chapter historian. Complete the chapter scrapbook.
7. Assist in maintaining a chapter bulletin board.
8. Supply material for reports.
9. Assist with planning and arranging chapter exhibits.
10. Arrange for VICA participation in local radio and/or TV programs.

REPORTING VICA NEWS THROUGH NEWSPAPERS

Most chapter reporters will find that newspapers are the best outlet for news. Practically everybody has a newspaper, whether it be daily or weekly. And, you will find that editors are happy to carry VICA news. Why? Most editors are vitally interested in local news, for next to advertising it's their "bread and butter."

Most editors realize the value of VICA training and are willing to give local chapters recognition.

There are, however, several factors that will help you get more stories printed.

Tips for Better Relations with Editors

1. Get acquainted with your editor. Visit him personally. Pick a time when he is not busy meeting deadlines. Explain your job to him. Let him know you want his help in reporting VICA news.

2. Set up a schedule. Select a regular time for sending in your stories. Usually, this depends on the paper's deadline date before going to press, especially if it's a weekly. Daily newspapers have more flexible schedules.

3. Include editors in your activities. If possible, invite them to assit on special committees for major events. Sometimes they won't be able to help, but you will never offend them by asking. Participating in your programs will make them feel less like a promotion agent for your chapter.

4. Treat all editors fairly in your area. If your town or area has more than one paper, see that all editors get the same chance at your news.

5. Prepare stories neatly. Editors receive an unbelievable amount of material during the week. The chances are that if they receive copy that's not neat and legible, they may toss it in the wastebasket. So here are some tips to help you land your stories in the paper:

   a. Type all copy.

   b. Double or triple space between lines. This gives the editor room to edit and make necessary changes.

   c. Leave at least one inch margin on every side of the page.

d. Write on only one side of a page.

e. Indicate continuation of a story by writing "more" at the bottom of the page.

f. Indicate the story's end by the figure "30".

6. Proof-read stories carefully. Errors are a bone of contention to every editor. Like everyone else, editors are busy people. They can't take time to check every story for accuracy. So, before turning in a story, ask yourself these questions:

a. Is the story accurate?

b. Is the story complete? Does it answer WHO, WHAT, WHY, WHEN, AND WHERE?

c. Are all names and words spelled correctly?

d. If figures are mentioned, are they correct?

PRINCIPLES OF GOOD NEWS WRITING

SHORT, SIMPLE, AND CLEAR. These three words are the key to good news writing. They should apply to every word, sentence, and paragraph you write.

Short Words

Long words with many syllables are difficult words. Short words are one key to fast, easy reading. They give your story punch.

After you write a story, go through it. Take a closer look at any long words you used. See if you can replace them with shorter, more concise words.

Here's an easy way to find out whether your writing contains words that make the story easy to read. Simply count the number of syllables in a 100 word sample. Rudolph Flesch worked out this technique.

The more syllables there are in a 100 word sample, the more difficult it is to read. This is a rough guide:

Easy reading ..... From 100 to 130 syllables per 100 words
Standard reading .... From 130 to 160 syllables per 100 words
Difficult reading ... Above 160 syllables per 100 words.

Although trite words are often short words, avoid using them. Trite words and expressions contribute to poor writing because the reader is bored with them. Probably one of the most trite words in the English language is very. In writing or speaking, we say that something is VERY long, VERY short, VERY hot, VERY nice, VERY good, VERY bad. The question one must always aks is "how very is very."

Quite is another trite word. Always remember that "quite is trite."

To give you a better idea of how difficult words can make reading, here is an example:

> "An important consideration in today's complex economy is the marketability of alternative crops. Safflower in particular, deserves advance arrangements, for it is produced entirely on contract."

O.K. Bet it takes you longer to figure out that one. In case you have trouble, here's what it says:

> "Be sure you can find a market for substitute crops. Safflower, for example, is grown only on contract. So plans for selling it must be worked out before planting."

Active Verbs

Active verbs improve the readability of a story. Try to use them whenever possible to give the story more punch. Here's an example that illustrates how substituting an active verb for a passive verb improves the sentence. (You'll also find more examples of passive verbs in this handbook.)

Passive: John Jones was asked by the chapter to serve as chairman.
Active: The chapter asked John Jones to serve as chairman.

Short Sentences

All of us learned in school that a sentence is simply a group of words that express a complete thought. A basic sentence contains a subject, a verb, and sometimes an object.

As children, we learned to write a simple sentence: "I see a dog." "He hit me." "I won't plow the back 40." A child's writing may be tiresome, but it communicates.

By adding words and phrases, we can make the thought of a simple sentence more refined and more exact. But we can also make the sentence more complex.

We become more complex when we attempt to express two or three thoughts.

EXAMPLE: If not more than two-thirds of the vocational trade and industrial education teachers ask for pay raises, and not more than one third ask to have their salaries doubled before the next biennium, some consideration will be given to increases for those whose salaries are below the minimum, assuming money is appropriated and if it isn't needed for something else.

There are a number of ways in which you can measure the complexity of a sentence. The easiest, according to Flesch, is to measure the length of the sentence by counting the number of words. In general, the shorter the sentence, the easier the reading.

In general, an average sentence length of about 17 words is right for newspaper stories.

It's easy to find the average sentence length. Just count the total number of words and divide by the number of sentences. In counting sentences, you can figure a colon or a semicolon the same as a period provided there is a complete sentence on each side of it.

It would be an obvious mistake, of course, to make all sentences the same length. Such writing is choppy, dull, and uninteresting. The good writer strives for variety. There is nothing wrong with an occasional long sentence, if it is properly constructed. The reading difficulty comes when all sentences are long and when many of them are improperly constructed.

SHORT PARAGRAPHS

The long winded speaker seems to talk for five minutes without taking a breath. The long winded writer writes for five minutes without indicating a paragraph.

The paragraph in a written message serves a number of valuable purposes. It is the means of organizing the parts of the message into a logical sequence of movement. It can indicate a change in pace or direction. Paragraphs are means of enumerating points in the message, even though numbers or letters are not used. Most important, perhaps, paragraphs give the message "breathing room." It's the writer's task to make reading easy for the reader. Paragraphs help him do that.

Unfortunately, there are no definite rules to follow in using paragraphs. But you may find these general guides helpful:

1. For almost any story, keep the first paragraph short--not more than one or two sentences.

2. Use a paragraph each time you indicate a new thought or a new piece of information.

3. Use paragraphs when you present a series of informational items, even though the items are related.

4. Use paragraphs to present information supporting the major message.

5. Use paragraphs when enumerating, regardless of whether you use enumerating symbols.

BASIC NEWS STORY FORM

In many respects, writing or building a news story is like building a house. To do the job it is meant to do, the right parts must be in the right places.

It's the shell or basic structure of a house that holds it up. After you build a firm shell, you can add a colorful, interesting exterior. But, without the basic structure, the additional color and high class design won't do much good.

Writing a news story also calls for a basic structure or shell. If you look closely, you'll notice that nearly all good news stories give the most important facts first, tell more about these facts later in the story, and then bring in less important facts near the end.

This, in the broadest sense, is a definition of the basic structure or shell of a news story. More specifically, these basic parts are called (1) the lead (2) the body, and (3) -- a subdivision of the body -- additional information.

The News Story Lead

Most news stories, written as editors and readers like them best, tell the most important things first. It's the writer's job to determine the most important facts in the story and to put them in the first paragraph or two. The summary of important facts is called the story lead. The lead has two main objectives: To grab the reader's attention and to give the "Heart" of the story in summarized form.

The Body of a News Story

The body of a news story serves two main purposes: (1) to give the reader more information on facts presented in the lead and (2) to give additional information on points that were not important enough to be included in the lead. To write a good news story, use the lead as a guide for writing the rest of the story. It is logical that the most important fact in the lead is also the most important point in the body of the story. The least important fact in the lead is no more important to the body.

Additional Information

Additional information includes facts that are not included in either the lead or the body of the story. Usually, this information has little importance.

But, it is included in the story because it supports and further explains other information presented in the lead or the body. Additional information is, therefore, included at the end of the story.

Summary

In this section, we have discussed the organization of a news story--its lead, body, and additional information. When you sit down to write a news story, you'll find it easy to organize by simply reading the material and choosing the most important facts. Jot these facts down in order of their importance. These facts should appear in the same sequence in the story.

There's also another reason for putting the most important facts first. Newspaper editors often run short of space. When this happens, they begin shortening stories by chopping off the last paragraphs. If your most important facts are in the last few paragraphs, the readers might never see them.

ELECTION OF OFFICERS

The election and selection of VICA officers is probably the most important step you will take in the organization of your club. Through past experience, you have probably found that when electing officers in a strict nomination from the floor situation, you may end up with officers who are very popular, but who have no desire to work. With this in mind, the following method of filing for office is recommended:

_____ VICA
Officer Candidate File Form

To file for any VICA Office:

1. You must obtain this form and state your intentions to your advisor.

2. You must obtain on this form 10 signatures of dues-paying VICA members.

3. You must give a one-minute campaign speech at the designated time, prior to the election.

4. No VICA member may sign more than one petition per office. Example: Joe Doe may sign 8 petitions for 8 separate offices, but may not sign any 2 for the same office.

5. The officers to be elected are: *President, President-Elect, Secretary, Treasurer, Reporter, Parliamentarian, and *Historian.

*Optional

Petition

1. _____ 6. _____

2. _____ 7. _____

3. _____ 8. _____

4. _____ 9. _____

5. _____ 10. _____

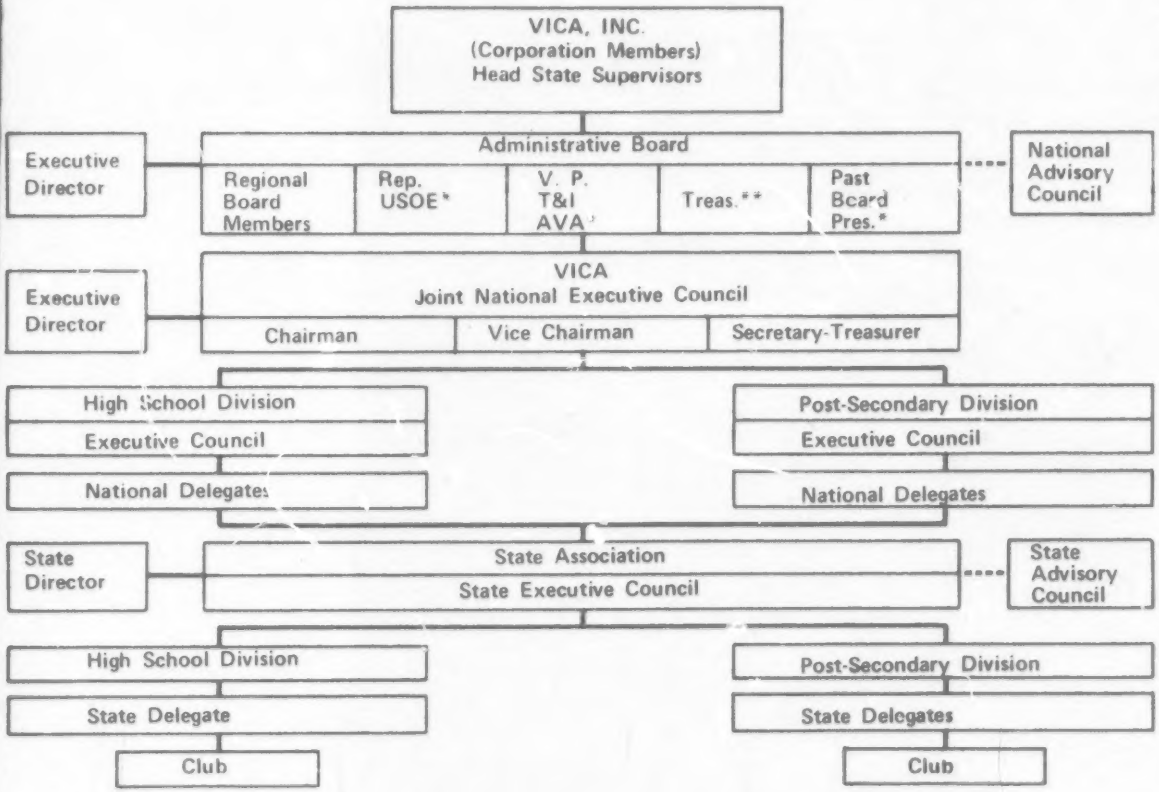
I hereby state that I intend to run for the office of _____ and if elected, I will fulfill the duties of that office to the best of my ability.

_____
Candidate's Signature

HOW IT OPERATES

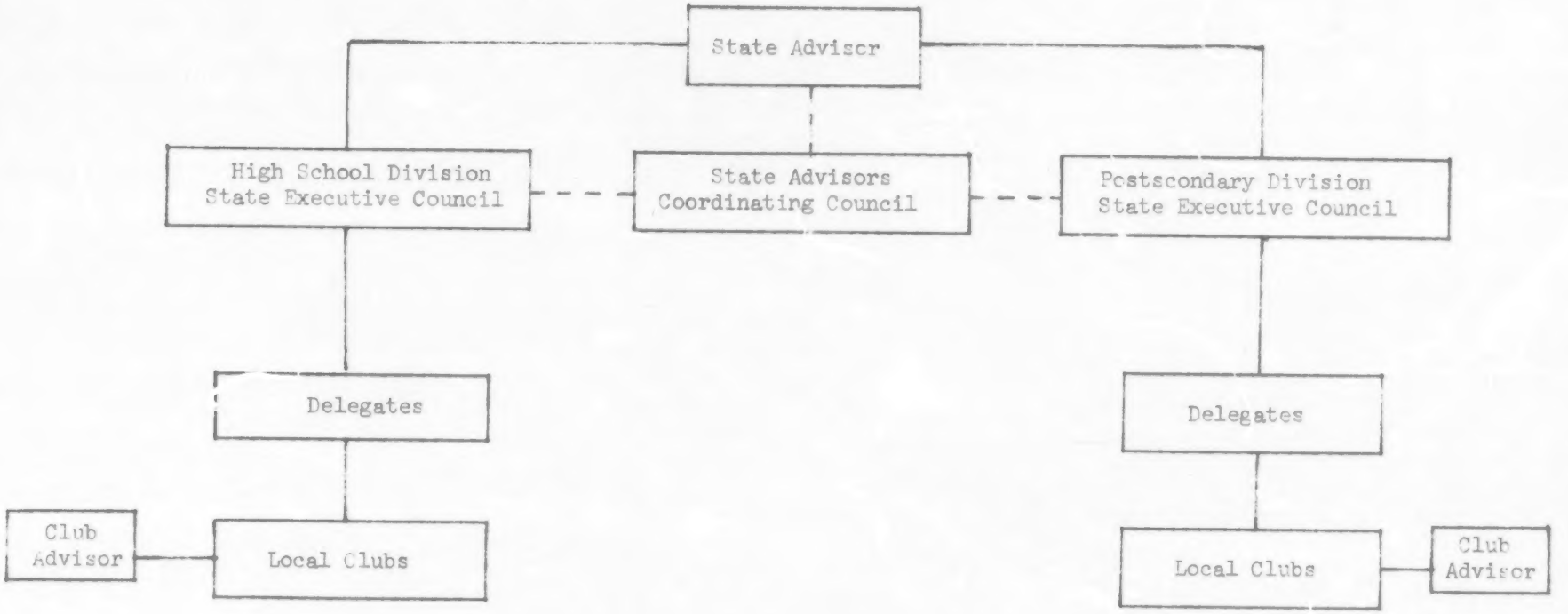
The national organization structure demonstrates the relationships of local, state and national organization. It is important that the member understands that the national association is made up of state associations and the state associations are state organizations of local VICA chapters.

VOCATIONAL INDUSTRIAL CLUBS OF AMERICA
NATIONAL STRUCTURE



SUGGESTED VOCATIONAL INDUSTRIAL CLUBS OF AMERICA

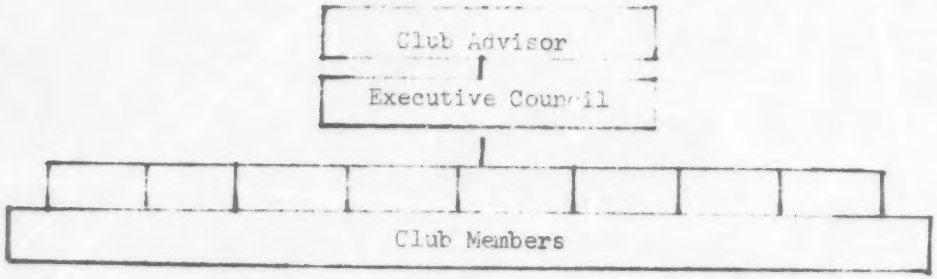
STATE STRUCTURE



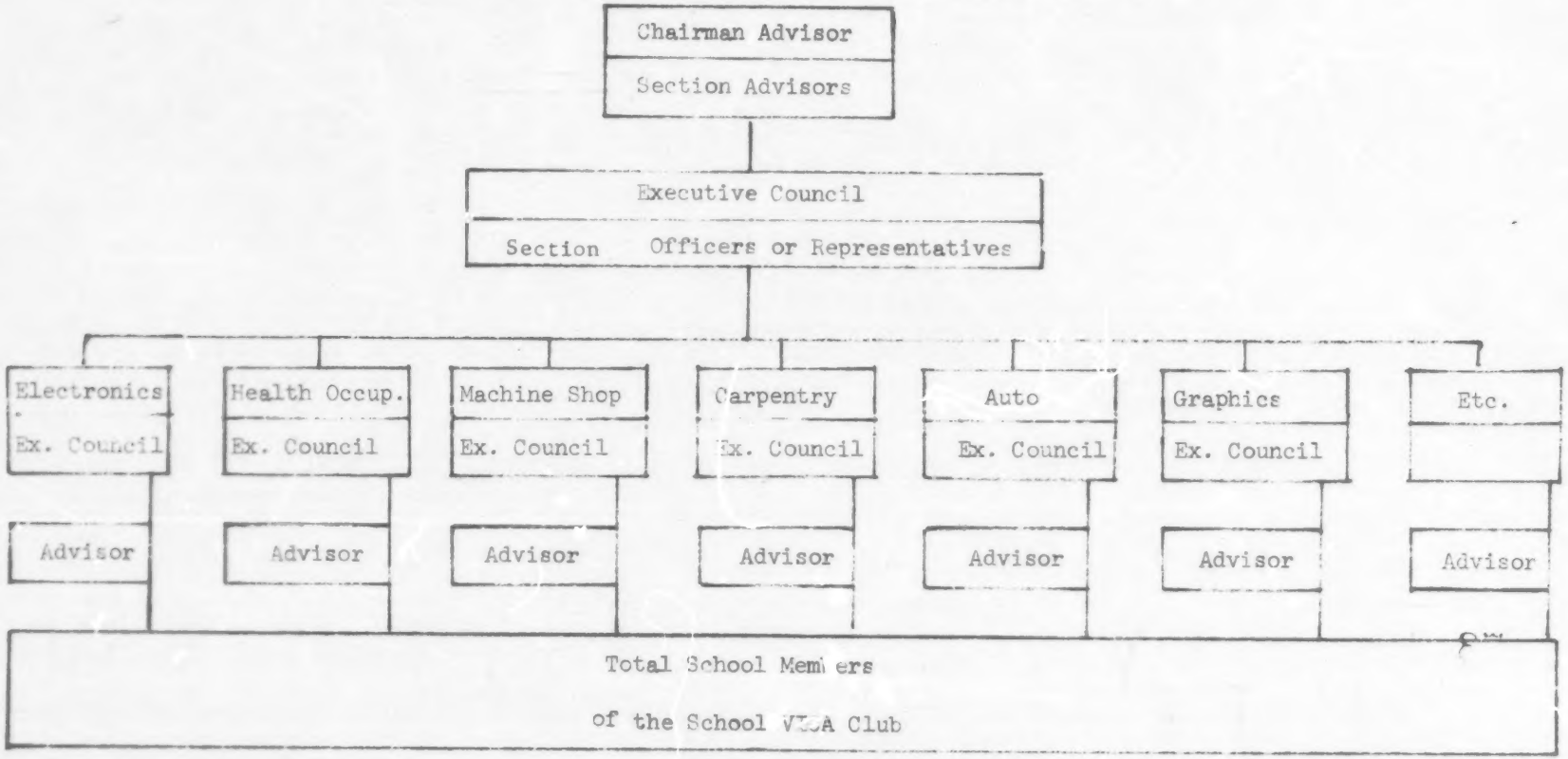
84

85

Suggested VICA Local Structure



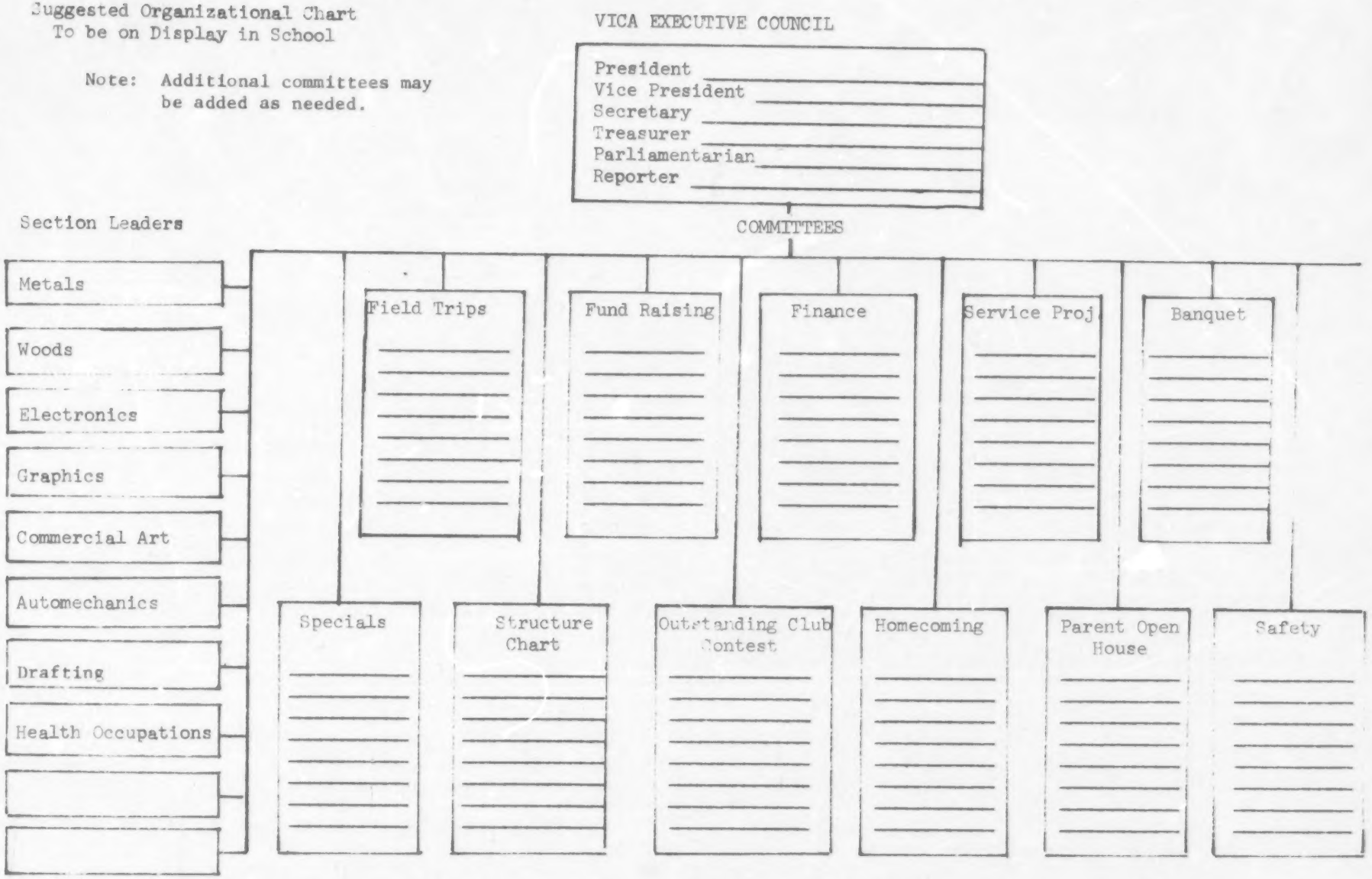
Suggested VICA Local Structure for Multi-Section Schools



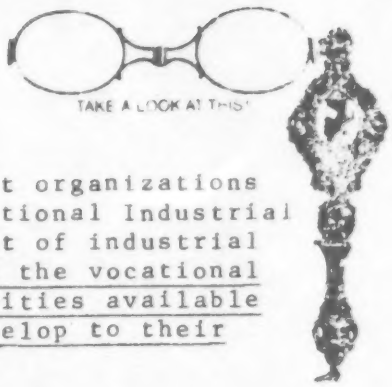
74

Suggested Organizational Chart
To be on Display in School

Note: Additional committees may be added as needed.



The goal of this chart is to show every members name, on at least one line on the entire chart.



HOW TO FORM A CLUB

Educational, labor, and management organizations recognize the important role that Vocational Industrial Club activities play in the development of industrial students. It is the responsibility of the vocational industrial teacher to make these activities available to his students in order that they develop to their fullest potential.

Starting a new Club is not a difficult task if a plan is formulated in advance and the proper groundwork is done. Most important at the beginning is that the teacher, called a Club Advisor, be familiar with Club operation. He can secure information from his State Supervisor, Director of Industrial Education, or State Association Advisor.

Next, interest needs to be developed among the students. Most vocational students will not wish to organize VICA. They are not involved, and have a history of non-involvement and are fearful of leadership roles. The instructor needs to build confidence, sell the program and get them started for the first time! Once involved, almost all students having experienced the VICA program wish to continue the VICA activity! The Club Advisor should stimulate an interest among several key students and encourage them to become familiar with Club work and its operation. The interested students should form a "Committee to Organize VICA" and elect a Chairman to serve until a Club is underway and a President is elected. A meeting can now be planned and all potential members should be encouraged to attend. (Be sure to give the meeting plenty of advance publicity--announcements, bulletin boards, and so forth.)

At this first organized meeting, the Chairman should call the meeting to order, have those present introduce themselves, and proceed with the following steps:

1. Various students from the Organizing Committee give the following:

   a. History of VICA
   b. How it operates
   c. Purposes
   d. Presentation of Emblem, Creed, Pledge, and Motto and their significance
   e. Why join VICA
   f. Discussion of activities for the Club in the school

g. Discussion of the recreation and fellowship of Club work
h. Explanation of the relationship of VICA to vocational industrial education, stressing that VICA is a youth organization and that the teacher is an advisor only
i. Essentials of a good Club

2. Discuss State and National constitutions.

3. Discuss "Should We Organize?" and appoint a committee of students to prepare a report recommending that a Club should or should not be organized.

4. If the group decides to organize, the "Discussion of a Local Constitution" is in order. If the committee has done any work on this, it is presented for discussion. VICA provides a "Suggested Local Club Constitution."

5. If the group understands the proposed Club constitution, it may wish to vote on its ratification. If there are suggestions for change, the Chairman may wish to refer them to a constitutional committee for alteration. Referral would require that the meeting be adjourned until later.

6. Once the Club constitution is adopted, the Chairman calls for election of officers and leads the discussion of their duties and responsibilities. When chosen, the President-elect conducts the election of other officers named by the constitution.

7. The Petition for Charter is completed by the Secretary and signed by the President and Club Advisor. (This petition is obtained from your State headquarters.) The Petition for Charter, the membership roster and dues should be sent to your State Advisor, who will take care of arrangements for your National membership. The State Association will act on your petition and will notify your Club of its action.

8. Now that an organizational structure exists, the President should appoint certain committees so the Club can begin to function.

a. Program of Work Committee (permanent). When the program of work is adopted, other committees should be appointed.
b. Committee on series of programs for regular meetings (temporary or permanent).

c. Committee to assume the responsibility of carrying out each major activity as set up in the Program of Work (permanent).
d. Committees on special activities (temporary). These committees usually are appointed to carry out some special activity that the Executive Council decides should be undertaken during the year. After such committees have made a satisfactory report to the Club and the reports are adopted, the committees can be dissolved.

9. Plans should be made to secure the necessary equipment and materials for conducting meetings and carrying out activities. Certain materials are made available to Clubs by the National organization:

a. Official Guide
b. Club Certificate of Charter
c. Membership cards for Active Associate, and Professional Members.
d. Various VICA Supplies (see catalogue); i.e., gavels, jackets, blazers, emblems, banners, notebooks, pins, secretary-treasurer notebooks.

Sample letters are provided which may be copied and used to inform parents and students of their responsibilities to VICA.

92

TO THE STUDENT:

By the time you receive this, you have probably been invited, asked, coerced, demanded, begged, or told to join VICA. You have probably asked, either your advisor, fellow students, or yourself the question "What's in it for me?" You wouldn't be normal if you hadn't. So in this short letter, we will try to answer your question.

First: All this leadership, citizenship, and high sounding ideal jazz probably doesn't mean much to you now, and it may never, but it's there if you want it.

Second: As a T & I class, you come together for two or three hours a day, you do your work, goof off, or whatever, and then go your merry way. You may have two or three close friends in the class but that's about it. With VICA, you can be more of a unit, you have some goals and purposes outside the regular classroom. You may get together for a big dance, a real "blast", or you might put on a banquet for your employers or prospective employers and really impress them. And don't think for a minute that it won't impress them, because <u>it will</u>, and it might mean a good job for you later on.

Third: How do you feel about competition? Are you a competitor? Well maybe you don't play football or basketball, but how about bowling or drag racing or poker or snooker? Is it more fun by yourself or when you have someone you're trying to beat? That's kind of a silly question, isn't it?

In VICA, we have contests in several different trade areas and new ones are started every year. We also have contests in the "academics," such as Public Speaking, Job Interview, etc., and we hold these contests on the local, district, and state level. You ought to see the trophies those kids walked away with last year! For those of you who don't feel that you can compete as an individual, we have a contest for the whole club and although this entails a lot of work, the reward of being the Outstanding VICA Club in the state is certainly worth all the effort.

Fourth: There are a lot of other things you can do and be and participate in in your club so before you say "Aw, to heck with it" --Give it a try! You can only get out of it what you put into it, and you may be surprised!

TO THE PARENT:

By enrolling in a Trade and Industrial class at _____ School, your (son, daughter) has done more than just enroll in another class. (He, she) has actually embarked on a new way of life because of the many wonderful advantages available to (him, her) through this experience.

In connection with and intertwined with this T & I class, your (son, daughter) will be expected to join VICA, the Vocational Industrial Clubs of America.

VICA is the only youth organization available for young people enrolled in T & I, Technical, and Health Training courses, and it is designed to give the student that something "extra" which will help him to take his place more effectively in society.

In our VICA Club, we stress leadership through the election of and leadership by officers. We stress participation through social and business meetings and friendly competition by the means of skill and academic contests on the local, district, and state levels.

The cost to the student for participation in VICA is being kept at a minimum. The dues are set by the student leadership conference delegates at state and National levels plus whatever local dues are required for use by his own club. These dues may be wasted if your (son, daughter) does not take advantage of the club, but if (he, she) does, (he, she) can reap no end of benefits through active participation.

WHAT MEMBERSHIP DUES PROVIDE

I. NATIONAL

A. INDIVIDUAL

1. VICA magazine (one year subscription)
2. Membership cards

B. CLUBS

1. Established clubs

(a) Organizational VICA information packet (Sept. each year)
(b) Public Relations material *(explanatory note #1)
(c) New publications

2. Newly established clubs

(a) Organizational packets (all of VICA's information)
(b) Public Relations material *(explanatory note #1)
(c) New publications

3. Prospective clubs

(a) Promotional material (by request)
(b) Field service workshops by VICA staff member (when available)

C. OFFICERS, STAFF, AND OPERATING EXPENSES

1. National Officers (expenses paid)

(a) National Executive Council meetings
(b) National Officers Leadership Conference
(c) National Leadership Conference
(d) Representing VICA at other National meetings (if requested)

2. Staff Members (National Headquarters)

(a) Executive director - salary
(b) Director of Public Information - salary
(c) Editor - salary
(d) National Treasurer - salary
(e) Secretarial pool - salary
(f) Field service (workshops) - expenses

3. General Operation (National Headquarters)

(a) Office space, furniture, equipment
(b) Stationery, envelopes, postage
(c) Mailing VICA magazine, filling orders
(d) Publications, correspondence
(e) Resource material - clubs and state associations.

4. National Leadership Conference

(a) National contests
(b) Awards
*(explanatory note #2)

D. SUPPORTIVE UNITS

1. Professional news letter (mailed to:)

(a) All professional members
(b) State supervisors
(c) Teacher trainers
(d) Interested business and labor organizations

2. Promotional material to other professional organizations (by request)

II. STATE

A. INDIVIDUAL

1. State news letter

B. CLUBS

1. Established Clubs

(a) State VICA handbook (includes contest rules)
(b) State VICA information and correspondence
(c) Visits by state officers
(d) President and parliamentarian invited to state leadership training (when available)

2. Newly established clubs

(a) State VICA handbook
(b) Charter and creed
(c) Visits by state officers
(d) President and parliamentarian invited to state leadership training (when available)

3. Prospective Clubs

(a) Help from state officers to organize
(b) Two students invited to state leadership training (when available)

C. OFFICERS AND OPERATING EXPENSES

1. State Officers

(a) State leadership training session - expenses
(b) State leadership conference - expenses
(c) Other expenses as determined by the executive council

2. General Operation

(a) Publications, correspondence
(b) Postage, special programs, etc.

3. State Leadership Conference

(a) Contests *(explanatory note #3)
(b) Awards

III. LOCAL

1. Dues provide services at the option of club.

2. It is suggested that some of the dues be used to purchase accessories for leadership contests. (official VICA scrapbook, notebooks, etc.)

* Explanatory Note #1

Public relations materials relating to national VICA, VICA week, National meetings, VICA program and activities include: spot announcements for radio and T.V., newspaper releases, public relation guides, etc.

* Explanatory Note #2

Students & advisors alike should realize that the VICA program is not totally supported by dues alone. Contributions at the National and state level have been and are a significant factor in financing this opportunity for the youth of our Nation. Contributions to local clubs are sometimes necessary when the need arises, such as unusually high costs to attend National conventions, etc.

* Explanatory Note #3

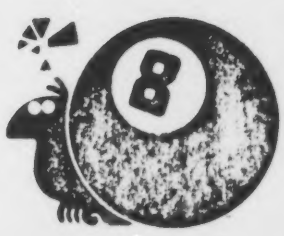
For information on state and national contest rules, contact state director.

SECONDARY & POST SECONDARY DUES

The dues for joining VICA may be broken down as follows:

National	Secondary	Post-Secondary
Student	$4.00	$4.00
Professional	5.00	5.00
State		
Student	$1.25	4.00
Professional	1.25	2.00

Effective 81-82 (May change each year - Check Annual Forms)



PROGRAM OF WORK

GOALS AND PROGRAMS FOR YOUTH DEVELOPMENT

The Vocational Industrial Clubs of America serve the trade, technical and industrial students of America through development of their citizenship and leadership qualities. To do this, it has been necessary for VICA to establish goals and develop programs with consideration for the unique needs of youth living in an age where skill and motivation are essential to success.

VICA's programs are an outgrowth of its goals. Central to all of these programs is the concept of the total development of the individual.

Facing a dynamic future in trade, technical and industrial education, only dynamic and far-seeing programs can serve the many youth who must be served.

NATIONAL PROGRAM OF WORK

"The youth of VICA, if we will concert our efforts, can contribute significantly to the betterment of not only ourselves but also mankind."

A National Program of Work outlining specific areas in which VICA members might actively work, sets the pace for VICA nationwide. An awareness of the needs of industrial youth, the objectives of vocational education and the universal value of industrial education are reflected in the National Program of Work. All of the VICA programs are in some way related to these six major goals:

*PERSONAL GROWTH

To assist each VICA member to start his own personal program of self-improvement by encouraging scholarship, citizenship and participation in VICA activities that will serve personal growth such as leadership conferences, home, school, and community improvement activities.

*COMMUNITY UNDERSTANDING

To promote and improve relations and understanding among all segments of our society; such as among fellow students, students and teachers, employees and employers, management and labor, school and community, and other nations.

*SAFETY

To reduce the rate of accidents among youth by promoting safety in the shops, classrooms, on the job, and on the highways.

*TEACHER RECRUITMENT

To make known the critical need for teachers and to encourage capable students to go into the field of industrial education.

*VOCATIONAL YOUTH COOPERATION

To promote greater cooperation of the youth involved in all areas of vocational education.

*GOOD PUBLIC RELATIONS

To give the general public an awareness of the good work that youth engaged in industrial education are doing not only to better themselves, but also their community, state, nation, and world.

The Utah Association of VICA fully adopts and is striving to adhere to the National Program of Work goals. The officers and advisors of Utah VICA strongly urge all to be completely familiar with the six major goals of the Program of Work.

THE STABILIZER

SUGGESTED CALENDAR OF WORK

C A L E N D A R

In order to accomplish the goals and purposes, the following calendar is suggested:

MAY

Selection & Election of President Elect
Social
Report of State Conference

JUNE

President Elect & Advisor attend National Leadership Conference

AUGUST

Planning session with President Elect and Advisor for opening week of school
Exhibit at County Fair

SEPTEMBER

1st week - General meeting of all industrial, technical and health education students - sell VICA
2nd week - Membership Drive - Attend State Leadership Conference
3rd week - Election of Officers - Organizational Meeting - Plan Homecoming
Exhibit at UEA
Exhibit at State Fair
Picture and News Coverage
Start of Scrap Book
Plan Program of Work

OCTOBER

VICA Dues Sent to State October 1
Weekly Planning Meetings with Officers
Community Service Project
Field Trip
Homecoming Float
Dinner Meeting/Speaker and Former Members

NOVEMBER

National Officers Leadership Convention
Sub-for-Santa and Community Service Project
Needy Family at Thanksgiving
News Coverage

DECEMBER

Fund Raising and Social
Sub for Santa
School Project
Music Over P. A.
Bulletin Board

JANUARY

Business Meeting
Dinner Meeting/Speaker

FEBRUARY

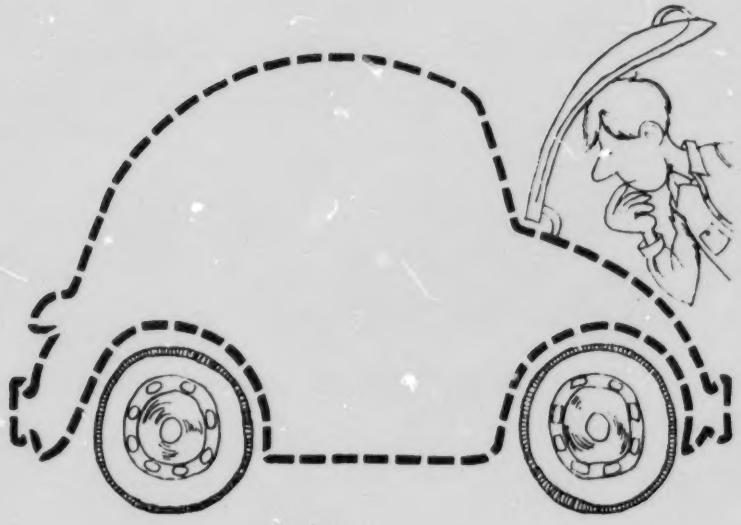
Employees - Employers Banquet
Parents Open House
Field Trip
News Coverage

MARCH

Planning for Local and State Convention
National VICA Week
Attend Job Fair

APRIL

Local Convention and State Convention



SUGGESTED ACTIVITIES

Below are listed suggested activities for the local club

Professional
- Regular club meetings
- Active member participation
- News articles in local papers
- Club Newsletter
- Presentation of Honorary Life Membership
- Club Handbook
- Properly equipped meeting room
- Follow-up of former members
- VICA Workshops
- Use of official Ceremonies
- VICA membership drive
- Assembly programs
- Radio and TV programs

Educational
- Visits to industrial establishments
- Visits to labor union halls
- Guest speakers
- Study of Parliamentary Procedure
- Open forums
- Visits to other clubs
- Establishment of Occupational Library
- State Leadership Conference attendance
- National Leadership Conference attendance
- "Career in Industry" program
- Educational exhibits
- Visits to State Legislature

Civic
- Safety campaigns
- Clean-up, paint-up project
- Needy family project
- "Good Citizenship" project
- "Get-Out-the Vote" project
- Faculty recognition
- Ushering at various events
- Community fund drives
- Assisting other school groups in activities
- School or Campus improvement

Social
- Parents' Banquet
- Employer-Employee Banquet
- Picnic
- Dance
- Hayride
- Athletic activities
- Skating party
- Scavenger hunt
- Talent Night
- Faculty Fete
- Entertainment of future members

104

NATIONAL VICA WEEK

"National VICA Week puts the spotlight on the importance of trade, technical and industrial education to the young person and to his community."

An annual National VICA Week gives VICA members the opportunity to highlight the purposes of the organization and the contributions being made by VICA youth to their school, community and nation.

It is also an opportunity to:

* Interest the community in trade, technical and industrial education

* Attract students to technical training early in their high school careers

* Involve parents and community leaders in the activities of industrial youth

* Emphasize aspects of the VICA program such as Civic Consciousness and Democracy by tying them into the Week's activities

* Create among VICA members a sense of unity and purpose as they work together to carry out special VICA Week programs and activities

ADVISOR'S GUIDE

106

THE VICA CLUB AS A PART OF TRADE AND INDUSTRIAL EDUCATION

The VICA Club Activity is an integral part of the Trade and Industrial Education Program. Because of this relationship, the functional role of the activity should benefit student development as follows:

* The main purpose of a student's participation in VICA activities is personal development, and is accomplished in student-initiated civic, educational, and social activities supervised by a Trade and Industrial Education teacher and administered by public school officials.

* The VICA activities also foster a respect for the dignity of work, promote high standards in trade ethics, workmanship, scholarship and safety, and develop patriotism by practicing democracy.

* VICA Clubs give the student the opportunity to develop his fullest potential in citizenship, leadership, and character.

The VICA Club Activity is designed for youth and young adults who are enrolled full time in a Trade and Industrial or Preparatory Vocational Program as learners and who are interested in a personal development program to increase their leadership and citizenship abilities.

DESIRED OUTCOMES

The desired outcomes of a sound VICA activity within a Trade and Industrial Program are:

1. To unite in a common bond all students enrolled in industrial education.
2. To develop leadership abilities through participation in educational, industrial, civic, recreational, and social activities.
3. To foster a deep respect for the DIGNITY OF WORK
4. To assist students in establishing realistic vocational goals.
5. To help students attain a purposeful life.
6. To create enthusiasm for learning.
7. To promote high standards in trade ethics, workmanship, scholarship, and safety.
8. To identify and assist those students interested in becoming future teachers.
9. To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic process.

MEMBERSHIP CLASSIFICATIONS

The following membership classifications (as defined in the UTAH VICA constitution) represent the membership structure of the UTAH VICA Youth Activity.

ACTIVE - Any student enrolled in a regular Trade and Industrial or Preparatory Vocational course or an industrial cooperative training course.

ALUMNI - A former active member of a VICA Chapter.

HONORARY - Persons outside the public schools who have exhibited a sustained interest in vocational education.

PROFESSIONAL - Individuals, engaged in the field of education, who are associated with, or participating in, the professional development of VICA.

DUTIES OF THE LOCAL ADVISOR OF A VICA PROGRAM

The duties of the local advisor encompasses those competencies necessary to be able to function as an effective youth leader.

A. GENERAL

The advisors of local clubs are a select group of people who demonstrate their sincere interest in the education and social development of youth. They demonstrate this interest through their willingness to sponsor an activity that makes calls upon their time beyond the regular school day. It is the teacher who goes beyond the duties of the classroom who makes the greatest contribution to the total development of youth and becomes an effective advisor.

The rewards of being a VICA club advisor are many and are realized only by those who enjoy working with young people. The rewards are those of seeing a group of young people work together for the good of their trade program, school and community, and of helping them to participate in activities that will give them leadership, citizenship, and social experiences to supplement the skill training offered through the in-school Trade and Industrial Education Program. The local advisor will come in contact with people in club work throughout the state through the state-wide meetings.

The local advisor for a VICA club accepts the responsibility for assisting the students to organize a club program that will be of value to the students, the Trade and Industrial Education Program, the school and the state and national VICA organization. The responsibilities of a local advisor will depend upon the ability of the students to plan and conduct their own program. It should be the goal of all local clubs to develop the ability of its members to plan their own program and to conduct, successfully, the activities planned. A local advisor must recognize that the membership of clubs vary in ability of self-direction. The advisor must determine the ability and interest of the membership for self-direction and plan accordingly. A group that is not ready for self-direction must be given assistance in activities that will enable the students to gradually assume greater responsibility. The major values of the VICA program are not realized if the advisor must continue to plan and direct the program of activities.

B. ADMINISTRATIVE OR COORDINATION FUNCTION

To administer and coordinate the VICA program, the advisor should:

1. Be prepared to advise and inform the members on club activities.

2. Have a thorough knowledge of the constitutional documents at state and national levels and how they relate to each other.

3. Have addresses of state office personnel, national club officials, state association officials, and regional club officials.

4. Know the location of local clubs throughout the state.

5. Know what materials and forms are required and available from the state and national office and how they can be obtained.

6. Make certain that members pay their dues to the national and state associations and be aware that they have a right to know how such dues are used and what services are provided. This builds respect and a desire to belong and be active in the support of the organization.

7. Encourage club members to make definite suggestions for local club work, state and national conference and convention programs. Appoint a committee to suggest ideas for club publicity, radio and TV programs, scrapbooks, activity books, club programs, and club activities. (Many more may be added as there is a need for them and as they will be used.)

8. Initiate a newspaper. Encourage each club to give news items to the club editor. Suggest kinds of information to prepare.

9. Keep the local clubs advised as to actions taken and changes made by the Executive Council, State Association, and National Organization. These reports should be sufficiently inclusive to keep the clubs in complete understanding of these actions.

10. Be certain state and national handbooks are available to club members. These articles contain constitutions, histories, contest areas and other information needed for the operation of the local club.

11. Have readily available for each meeting a copy of Robert's Rules of Order.

12. Make sure students are fully aware of the reason for vocational education programs and the need for skilled technicians and tradesmen.

13. Make the students aware of the need for leadership skills and that they should be knowledgeable of their part in the society upon graduation.

C. SUPERVISORY FUNCTION

To properly supervise the VICA club, the advisor must:

1. Assume the initiative for getting a local VICA Chapter established in the school by:

   a. Obtaining all information from the state advisor as to the procedure to follow in organizing a chapter.

   b. Talking with leaders of vocational education concerning the benefits of organizing a chapter.

   c. Arranging for the students to attend meetings of nearby chapters.

   d. Visiting or corresponding with others who have had success in the organization and operation of their chapter.

   e. Inviting students from other chapters to meet with his students to discuss the benefits of having their own chapter.

2. Develop leadership by:

   a. Providing training for each officer in his respective office.

   b. Developing a program of activities which will bring out the qualities of leadership needed for all members.

   c. Providing all members with correct parliamentary procedures and the experience needed to conduct a meeting.

   d. Providing members with the knowledge necessary to make a wise choice of officers.

   e. Providing opportunity for attendance at regional, state, and national meetings.

3. Promote knowledge of the VICA Constitutions and By-Laws by:

   a. Informing the members that VICA is their organization.

   b. Obtaining copies of the state and national constitutions and discussing them with the students.

   c. Studying and discussing the history of VICA.

   d. Providing local school administrators and faculty with information concerning VICA.

[illegible] development of a program of worthwhile activities by:

a. [illegible] the local chapter to develop a program which will be worthwhile to the members, school, and community.

b. Assisting the students in preparing for participation in regional, state, and national programs and contests.

c. Helping local officers set up committee work and suggest ways to accomplish goals of the committee assignments.

d. Advising chapter on maintaining a balanced program of activities.

e. Assisting in the development of a comprehensive organizational structure with an organization chart.

f. Seeing that all members are involved in some area of activity.

g. Assisting the members in evaluations of their activities.

h. Making certain the program of projected activities is adequately financed through approved fund raising activities and that all chapter funds are properly protected.

i. Assisting the students in developing a calendar of events for the entire year. This should be developed early in the year, but should not be so rigid that it cannot be changed to meet the needs of the membership.

j. Making certain that chapter records are properly kept.

k. Seeing that adequate equipment is secured and available for chapter meetings.

l. Attending regular and special meetings during school periods, after school, or evenings. Committee work or meetings may be accomplished during lunch hour. See that meetings are conducted in an interesting manner.

m. Assisting officers in making arrangements for all eligible members to attend leadership training sessions or conferences.

n. Assisting program chairman, speaker and entertainment committees in planning activities for club programs.

o. Keeping school authorities and the public in touch with chapter operations by:

1. Establishing good working relationship with school officials. Plans of activities planned, how they will be conducted, what students will participate, and how the club will be financed should be made available to the school administrators.

2. Informing local news media and industrial personnel of club activities.

c. Encouraging students to plan and conduct assembly programs which will familiarize non-member students with local chapter activities.

6. Develop potential officers and leaders by:

a. Explaining the desirable character traits expected of officers and assisting students in their preparation for offices.

b. Reviewing national, state, and regional activities which develop leadership.

c. Encouraging students in planning their careers, with emphasis on advancement through knowledge of the democratic process, both in school and after graduation.

d. Encouraging students to develop some systematic means of savings.

e. Encouraging all students to further their knowledge and skills through training on the job and in local technical facilities after graduation.

f. Promoting a local awards program for students who have done outstanding work in the VICA chapter, and give them recognition, both at school and in the community.

GUIDELINES FOR VICA CHAPTER ADVISORS IN PLANNING SUCCESSFUL CLUB ACTIVITIES

1. Activities should:

a. Contribute to teaching objectives.

b. Be directed toward organizational goals.

c. Serve as a means of public relations.

d. Reflect the thinking of the total group.

e. Involve all members.

2. Chapter advisor should act only in an advisory capacity.

3. Activities require time to be developed and carried out and should not be done without preparation.

4. An adequate instructional program and chapter success are inseparable.

5. Committee work must contribute to the overall activity program.

6. Chapter success is dependent upon the enthusiasm of officers and advisors.

7. Leadership development should be a major part of all chapter activities. Activities should reflect long-range plans, as well as immediate plans.

8. Chapter activities should be concommitant to the local school program and be a compliment to the club members, school, and community.

EVALUATE PROGRESS OF THE VICA PROGRAM

To effectively determine the progress and impact of the club activity, a plan of evaluation should be implemented as follows:

A. Periodically evaluate the progress and accomplishments of the VICA program.

B. Counsel with VICA members and administration to determine whether the VICA program objectives are being attained.

C. Improve activities where necessary and re-evaluate after a trial period. This will assure the perpetual growth of a dynamic youth activity within the framework of the VICA.

THE UTAH STATE VICA ASSOCIATION

SECONDARY, POST-SECONDARY

HOSTING HINTS FOR VICA MEETINGS

I. Your job is important! Most people make up their minds about a meeting in the first few minutes - and that's when you operate. You can help build a "feeling" about the place with your own friendliness, helpfulness and cooperation. Just as if they had visited your own home, we want them to be able to say "we had a wonderful time."

II. To help these guests, you must -

A. Watch the ventilation. Know which windows open easily with the least draft on your guest. Try them before a meeting, just to be sure. Be ready to open or close them without disturbing the session.

B. Watch the lighting. Test those window curtains to be sure. Be certain of the location of light switches - you may need to know. Take care that glare from windows or lights doesn't get a guest in the eyes.

C. Watch the chair arrangement. Seat each guest so that he can both see and hear. If 20 or less attend, a circle is good; if more a semi-circular arrangement of rows will allow the informality which participation meetings demand.

D. Be ready for latecomers. Encourage the firstcomers to take the front seats - or the seats farthest from the door. Be sure that extra chairs are on hand if you need some. Once the meeting begins, you may be too late!

III. To answer questions, you must know -

A. The location of meeting rooms, fire escapes, telephones, rest rooms, etc.

B. The complete plan for the conference. Know when and where the next meeting is held. Know the personalities and events involved in the program.

C. Who the leaders are in your own session, to be able to inform latecomers.

D. When the meeting is expected to be over.

IV. In greeting your guests, you must -

A. Take the opportunity to break the ice for them. "What is your name?" "Where do you live?", etc. Telling a guest that he is welcome does wonders for a meeting. Do the same thing here that you would do at a home in a party.

B. Help your guests meet other people - always the host's responsibility.

C. Remember that you are the host for the whole group. Don't spend too much time with one person.

D. Help get the people into the room and seated when a meeting is to begin.

V. During the meeting -

A. Step outside to welcome latecomers. Bring them up to date on what has been said and done in the meeting. Bridge them into the session carefully.

B. Have a chair next to the door to greet latecomers, take messages, etc.

C. When hall noises bother the group, step out and quiet them down.

D. Keep your eye on the Chairman of Discussion Leader as much as possible to be available to him if you are needed.

E. If you must move about, do it quietly for the sake of the meeting.

VI. When the meeting is over, you should -

A. Prop the doors open so that people can leave easily.

B. See to it that the room is left in good order for the next group.

VII. ARRANGING FOR A SPEAKER

Letter of Invitation

Be sure to include the following -

Your name - address - telephone number

Name of your organization

Your position in organization

Purpose of organization

Area to be covered

How frequently it meets

We expect maximum - minimum number at meeting

Date - time - place - building - town

Group composition - male - female - or both

Specific theme, topic, etc.

What specifics are you trying to reach

FOLLOW UP

Give Time To Be Used

Suggest transportation facilities

Send advance publicity, also clippings after meeting

Inquire if family is coming with him

Arrange for hotel accommodations

Assure him that equipment is ready before he can ask

Leave some time for him to be alone

See that he gets a local paper

Arrange to meet him if coming by train or plane

Provide escort from hotel to meeting place

Have two or three members write him a letter after he returns home

Any gratuities or compensation should be delivered in person at meeting

Have data regarding your city or community prepared if speaker desires same

Speaker may wish to see your city - be prepared to have guided tour but do not force it upon him

VIII. DUTIES OF THE CHAIRMAN

A. Speaker

Interview speaker before meeting

Use a 5" x 8" card for the speaker - print his name, present identity and his best experience that qualifies him

Introduction

Brevity is important, but establishing his position is also important

Insist that speaker stay to time

Ask him what method he wants me to use to warn him that he has only two or three minutes left.

Chairman must prepare the environment

B. Panel

When using a panel, make name tags to be placed on the table in front of panel members using lettering large enough so that it can be read in the entire room

Chairman should interview panel members before meeting

Chairman is responsible to see to it that the group is in a situation that makes sense to them

Chairman gives history of the occasion - why this subject at this time with these leaders

He attempts to draw into his introduction the interest of the group

Has the job of orienting the group

He might present the target of the meeting

Checklist of HIGHLIGHTS OF MEETING ARRANGEMENTS

I. PLACE

Select a hotel or auditorium --

- that is easily accessible to those attending
- that has adequate and comfortable meeting room facilities
- where the management is friendly, anxious to please

II. MEETING ROOM

Have chairs set up --

- so everyone can see the speaker easily
- so they face away from doors and windows
- so entrance and exit are easy, not distracting
- at U-shaped tables for less than 25; round tables for 25 to 100; theater style for more than 100

Have headtable arranged --

- to seat only necessary number
- on a raised platform if attendance is over 40
- with a lectern that holds notes, is well lighted, and good height for speakers
- with a background that provides a favorable setting

Have special equipment, such as --

- raised platform for visual-aid easels
- spotlights for highlighting visual aids, banners, etc.
- spotlight on speaker, if necessary
- gavel for chairman
- time-limit warning light for speakers
- microphone, if needed (test for sound and placement before meeting)
- projector, if needed (check type of current, sound, film, room-darkening before meeting)
- memo pads, pencils, water and glasses
- "take-home" kits
- special working papers (background material)
- club or organization banner

Have ventilation and lighting --

- so temperature is lower than normal to start meeting
- so there is a movement of air without drafts
- so light is ample, without glare

III. NEARBY FACILITIES

Arrange for --

- check room or checking facilities
- registration desk, with

- registration cards

- name badges, tickets if needed

- plenty of change, if registration fee or luncheon

- ample staff for quick registration, who have been thoroughly briefed

- "message" board

- directional signs to meeting room

- welcoming or reception committee

IV. LUNCHEON OR DINNER

Arrange for --

- meeting room for headtable guests, and for their advance notification

- suitable menu

- definite time for both beginning and end of service

- adequate number of waiters

- placing starter and dessert on tables before guests arrive

- signal for waiters to leave (before tables are cleared, if necessary)

- lectern, headtable flowers, microphone if needed

- place cards, if needed

- invocation

V. TIMING

It is your responsibility to --

- set down a time schedule in black and white

- urge the chairman to start the meeting on schedule

- brief the chairman on concise introductions, summaries and conclusion

- schedule "breaks" for both morning and afternoon (with cokes or coffee if appropriate)

- set the length of "breaks" according to size of crowd

- write introduction cards or script so speakers identification is given first, and his name last

VI. STAFF

Good meeting management requires you to --

- visualize every "zone" of meeting activity

- assign responsibility for each "zone" to one person

- brief all meeting-management personnel on who's in charge of what

CONSTITUTION OF THE UTAH ASSOCIATION OF THE VOCATIONAL INDUSTRIAL CLUBS OF AMERICA

ADOPTED SPRING 1980

ARTICLE I - NAME

The official name of this organization shall be the Utah Secondary Association of the Vocational Industrial Clubs of America and may be referred to as the Utah Secondary VICA.

ARTICLE II - PURPOSES

The purposes of this Association are:

To unite in a common bond without regard to race, creed, or national origin full time students enrolled in classes with vocational trade and industrial objectives.

To provide leadership for the local clubs.

To provide a clearinghouse for information and activities.

To provide recognition and prestige through an association of local clubs.

To develop leadership abilities through participation in educational, vocational, civic, recreational and social activities.

To foster a deep respect for the D I G N I T Y O F W O R K.

To assist students in establishing realistic vocational goals.

To help students obtain a purposeful life.

To create enthusiasm for learning.

To promote high standards in trade ethics, workmanship, scholarship and safety.

To develop the ability of students to plan, organize and carry out worthy activities and projects through the use of the use of the democratic process.

To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence.

To create among students, faculty members, patrons of the school and persons in industry a sincere interest in and esteem for trade and industrial education.

To develop patriotism through a knowledge of our Nation's heritage and the practice of D E M O C R A C Y.

ARTICLE III - ORGANIZATION

SECTION 1. The Utah Association of the Vocational Industrial clubs of America is an association of local clubs of the State of Utah operating in accordance with a charter granted by the National VICA Organization.

SECTION 2. The administration of the Utah VICA shall be vested in the State VICA Board, State Executive Council comprised of the State Superintendent, State Director, State Officers and their individual advisors.

SECTION 3. Charters shall be issued to local clubs by the Executive Council of the Utah Association of the Vocational Industrial Clubs of America.

SECTION 4. State officers will be elected each year for the following positions:

President Elect, Treasurer, Parliamentarian, Reporter and Queen (Secretary will be appointed by the President).

ARTICLE IV - MEMBERSHIP

SECTION 1. Membership of the Utah Association of the Vocational Clubs of America shall consist of the total eligible members of the chartered local club and members shall hold the same membership status as in their respective local club.

SECTION 2. A local club must have at least one member and all members of the State Association must be members of the National Organization to qualify for a charter.

SECTION 3. Each local club and state association shall be open for membership to all students regardless of race, color, or national origin.

SECTION 4. Classes of membership which will be recognized by the Utah Association of VICA are:

ACTIVE MEMBERSHIP: Full-time preparatory students enrolled in pre-vocational and vocational industrial education courses offered in trade and industrial education meeting the requirements of the State Plan for vocational education.

PROFESSIONAL MEMBERSHIP: Persons associated with or participating in the professional development of VICA approved by the state association. Such members shall include club advisors, teacher-educators, and supervisors. Professional members will pay dues as established by State & National VICA, but these members will be ineligible to serve as national voting delegates, hold national office or otherwise represent the state association in National VICA student delegations.

ASSOCIATE MEMBERSHIP: Cooperative employers, and/or training station sponsors, advisory council members and lay persons associated with and contributing to the improvement and development of the organization through trade and industrial education and health occupations. They are not eligible to hold office or vote.

HONORARY LIFE MEMBERSHIP: Individuals who have made significant contributions to the development of VICA and vocational trade and industrial education whose membership has been approved by the National Executive Council upon the recommendation of the state associations. Such membership shall not require payment of national dues.

SECTION 5. The membership year shall be from September 1st through August 31st inclusive.

ARTICLE V - VOTING DELEGATES

SECTION 1. The VICA members shall exercise their franchise through voting delegates to state and national meetings.

SECTION 2. Each local club shall elect voting delegates to the State Leadership Conference. The number of delegates shall be determined as provided in the By-Laws.

SECTION 3. The number of voting delegates to the National Convention shall be variable with the directives of the national constitution. The number of alternates shall be the same as the number of delegates. The president of the state association is automatically a voting delegate.

ARTICLE VI - MEETINGS

SECTION 1. A State Leadership Conference shall be held each year and this shall serve as the official meeting of the Utah State Association of VICA.

SECTION 2. The State Executive Council shall be empowered to call special meetings.

ARTICLE VII - OFFICERS

SECTION 1. The officers of the Utah Association of VICA shall be the President, President Elect, Treasurer, Parliamentarian, Reporter and Queen. (Secretary shall be appointed by the President.)

SECTION 2. These officers shall be elected by a majority vote of the voting delegates at the annual State Leadership Conference.

SECTION 3. Officers shall serve for a term of one year. (The nomination of officers is explained in the By-Laws.)

ARTICLE VIII - DUES

SECTION 1. State dues shall be determined at the State Leadership Conference for the school year which follows and shall accompany each charter. The amount which has been set by the National VICA as National dues shall be set aside from this amount, to be forwarded by the State Director to the National VICA Office.

SECTION 2. The State Treasurer shall report on or before December 1 of each school year as to which clubs have paid their membership dues in full. These clubs shall be designated as clubs in good standing.

ARTICLE IX - EMBLEMS AND COLORS

The emblem of the Utah Association of VICA and its colors shall the the same as those adopted by National VICA.

ARTICLE X - AUDIT

The accounts of the State Treasurer shall be audited each year by an auditing committee appointed by the State Supervisor.

ARTICLE XI - AMENDMENTS

SECTION 1. This Constitution may be amended by a two-thirds vote of the authorized delegates to any annual State Leadership Conference or a vote of two-thirds of the local presidents.

SECTION 2. Only such amendments shall be made as are in keeping with the purposes stated in Article II of this Constitution.

SECTION 3. Emergency amendment changes may be made by the Executive Council calling a special meeting of local club delegates; delegates being determined as stated in Section 7 of the By-Laws.

SECTION 4. Constitutional changes must be submitted two (2) weeks prior to the State Convention to a Constitutional Committee for review. The Constitutional Committee shall be the Utah State VICA Secondary Executive Council.

ARTICLE XII - RULES, REGULATIONS AND BY-LAWS

SECTION 1. Such rules, regulations and by-laws as are deemed necessary for the proper conduct of this organization shall be adopted.

SECTION 2. No rules, regulations, or by-laws shall be adopted which are contrary to this constitution.

SECTION 3. In all meetings, Robert's Rules of Order, Revised shall serve as standard procedure.

SECTION 4. Nominees for the office of President Elect must be registered as high school sophomores and VICA club members at the time of nomination.

SECTION 5. The Secretary for the Utah Secondary VICA shall be appointed by the President.

SECTION 6. Nominees for all offices will be submitted on a form furnished by the State Director. Each club may nominate one (1) candidate for each office. All applications must be submitted to the office of the State VICA Director upon the date set by the State Director. All nominees must be screened by three (3) state officers previous to the voting.

SECTION 7. Delegates to the State Convention will be determined by the number of registered members in each club. Two delegates may be seated for the first eight (8) members. Another may be seated for each additional ten (10) members.

SECTION 8. Each school should receive a copy of the newest Revised State VICA Constitution each year. Each president of a club should receive a copy of the Constitution. All State VICA officer should have copies of the Constitution to give to those members who want them. Each time the Constitution is revised, a copy should be sent to each school.

ARTICLE XIII - IMPEACHMENT OF ANY/ALL OFFICERS

SECTION 1. If at any time there is a need to remove a State Officer, each chartered club will be represented by one delegate to serve with the Executive Board as a member of this hearing committee. Removal will be determined by said committee.

SECTION 2. State Officer must maintain C average while in office.

SECTION 3. When officers are found under the influence of alcohol while on official VICA business or in official VICA dress.

SECTION 4. Officer not performing duties of office as determined by the Executive Council and functioning State Officers.

SECTION 5. Impeachment of any officer must be done by a unanimous vote of the Executive Council.

VOCATIONAL INDUSTRIAL CLUBS OF AMERICA

POST-SECONDARY DIVISION

ADOPTED
CONSTITUTION
1980

ARTICLE I - NAME

The official name of this organization shall be "UTAH ASSOCIATION VOCATIONAL INDUSTRIAL CLUBS OF AMERICA, POST-SECONDARY DIVISION" which may be abbreviated "VICA, POST-SECONDARY DIVISION".

ARTICLE II - PURPOSES

The purposes of this organization are:

1. To unite in common bond without regard to race, sex, creed, or national origin students enrolled in classes with vocational trade, industrial technical, and health occupational objectives.

2. To provide a clearinghouse for information and activities.

3. To provide State recognition and prestige through and association and affiliated organizations.

4. To provide a vehicle, State in scope, for organizations to work articulately with trade, industrial, technical and health occupations student groups.

5. To develop leadership abilities through participation in educational vocational, civic, recreational, and social activities.

6. To foster a deep respect for the DIGNITY OF WORK.

7. To help students attain a purposeful life.

8. To assist students in establishing realistic vocational goals.

9. To create enthusiasm for learning.

10. To promote high standards in all phases of occupational endeavor, including: ethics, workmanship, scholarship and safety.

11. To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process.

12. To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual inter-dependence.

13. To create among students, faculty members, patrons of the school, and persons in industry, a sincere interest in and esteem for trade, industrial, technical, and health occupations education.

14. To develop patriotism through a knowledge of our State and National heritage and the practice of DEMOCRACY.

15. To emphasize the importance of continuous education consistent to the needs of the individual and the requirements of his chosen occupation.

ARTICLE III - ORGANIZATION

Section 1 The Utah Association Vocational Industrial Clubs of America, Post-Secondary Division, is an organization of local Post-Secondary Associations, each operating in accordance with a charter granted by VICA, Inc.

ARTICLE IV - MEMBERSHIP

Section 1 Membership of the Vocational Industrial Clubs of America, Post-Secondary Division shall consist of the total eligible members of the chartered local association, and members shall hold the same membership status as in their respective state organizations.

Section 2 The State Association msut have at least one Post-Secondary local club, and all members of the State Association msut be members of the National Organization to qualify for a charter.

Section 3 Each local club and State Association shall be open for membership to all students regardless of race, sex, creed, or national origin.

Section 4 VICA will recognize members only through a State Association with the exception of direct membership. Classes of membership which will be recognized are:

Active Membership -- Students enrolled in post-secondary vocational courses offered in trade, industrial, technical and health occupations meeting the requirements of the State plan for vocational education.

Alumni Membership -- Former active members who are no longer enrolled in programs of trade, industrial, technical, and health occupations education. Alumni members will have all rights and privileges of active membership, except: A) the right to vote; B) the right to hold elective offices in the post-secondary division; and C) the right to participate in VICA contests. Alumni members will organize and elect their own officers and develop their program for participation on the VICA programs and activities.

Direct Membership -- Students enrolled in post-secondary vocational courses offered intrade, industrial, technical and health occupations education meeting the requirements of the State plan for vocational education and residing in state without a State Association to serve them. This classification will only be recognized if application for membership is made as part of an organized local vocational industrial club sponsored by the appropriate board of education. Direct members may not serve as State Voting Delegates or hold State office.

Associate Membership -- Cooperative employers, and/or training station sponsors, advisory council members and lay persons associated with and contributing to the improvement and development of the organization and vocational trade, industrial, technical and health occupations education. They are not eligible to hold office or vote.

Professional Membership -- Persons associated with or participating in the professional development of VICA as approved by a State Association. Such members shall include Club Advisors, Teacher Educators and Supervisors. Professional members will pay dues as established by VICA, but members will be ineligible to serve as a State Voting Delegate, hold State Office, or otherwise represent the State Association in National VICA.

Honorary Life Membership -- Individuals who have made significant contributions to the development of VICA and vocational trade, industrial, technical and health occupations education whose membership has been approved by the National Executive Council upon the recommendation of a State Association. Such membership shall not require payment of dues.

Section 5 The membership year shall be from September 1 through August 31.

ARTICLE V - STATE OFFICERS

Section 1 The Utah State Officers of the Vocational Industrial Clubs of America, Post-Secondary Division shall be a President, Vice President, Secretary, Treasurer, Parliamentarian, and Reporter.

Section 2 State officers election meeting shall be held at the time of the State Convention each year. The newly elected state officers shall take office at the close of the State Convention.

Section 3 Should the Presidency be vacated before the term of office expires, the Vice President shall succeed to the office. Vacancies in any other of the State offices shall be filled by appointment by the Executive Council of the State Association.

Section 4 The President and Vice President may not be elected or appointed from the same institution.

Section 5 No charter institution will be represented by more than one state officer, unless all institutions are represented.

ARTICLE VI - QUALIFICATIONS FOR STATE OFFICE

Section 1 Candidates for a State office shall have:

- Active membership status
- Endorsement of their local club.

Section 2 All candidates for a State office must file their candidacy for office with the State Director not later than ten (10) days prior to the date of the annual meeting.

Section 3 A member who holds an elected position prior to election to a State office may be ex-officio in his local organization and vacates the elected position during his tenure in State office.

ARTICLE VII - STATE EXECUTIVE COUNCIL

Section 1 The State Executive Council shall consist of the State President, Vice President, Secretary, Treasurer, Parliamentarian, Reporter, State Director, and one Advisor (coordinator) from each chartered represented institution.

It shall be the duty and function of the State Executive Council to:

A) Conduct business pertaining to the studetns they serve.

B) Advise the State Director concerning the execution of the decisions of the House of Delegates.

C) Preside over the State meetings and conferences.

D) Call special meetings and conferences subject to the approval of the Administrative Board.

E) Propose and review proposed amendments to the Post-Secondary Constitution and By-Lays and recommend legislation to the House of Delegates.

ARTICLE VIII - HOUSE OF DELEGATES

Section 1 The House of Delegates shall consist of two voting delegates from each active chartered local association plus an additional delegate for each ten (10) active members, or major portion thereof. Each delegate shall have one vote and must be present to vote.

Section 2 It shall be the duties and functions of the House of Delegates to:

A) Enact by-laws, rules and regulations necessary for carrying out the affairs and activities of the organization.

B) Act upon items of business as requested by the State Executive Council and the Administrative Board.

Section 3 No student delegates, contestants, or participants at a State meeting shall be recognized or seated unless they are accompanied by one or more advisors from their respective local association; or upon approval of the State Director.

ARTICLE IX - MEETINGS

Section 1 An annual meeting of the Utah Association of the Vocational Industrial Clubs of America, Post- Secondary Division will be held at such time and place as the State Executive Council and Administrative Board may decide.

Section 2 The State Executive Council shall be empowered to call special meetings.

Section 3 Parliamentary procedures at all meetings will be governed by ROBERT'S RULES OF ORDER, REVISED.

ARTICLE X - VOTING

Section 1 Active members shall exercise their franchise at State meetings or conferences through duly elected representatives of delegates of the chartered local clubs.

Section 2 All official delegates and alternates must be certified by the local VICA advisor.

Section 3 Voting on State officers and honorary positions shall be done by secret ballot/

ARTICLE XI - FINANCES

Section 1 Local associations shall be responsibile for annual State dues according to the number of individual members claimed on each membership classification.

Section 2 All organization monies from the local associations shall be deposited with the State Director

Section 3 The annual State Dues shall be in the amount set by delegates to the State Leadership Conference for the year that follows. National Dues will be in the amount set by the National VICA, Post-Secondary Division.

ARTICLE XII - AMENDMENTS

Section 1 The Constitution and By-Laws may be amended as follows:

A) A proposed amendment must be presented in writing to the State Director ten (10) days prior to a State meeting of the House of Delegates typed in proper order.

B) The proposed amendments shall be reviewed by the State Executive Council.

C) It must then be presented for vote at an official business meeting of the House of Delegates at the State Convention meeting. Amendments to the Constitution shall be adopted upon two-thirds affirmative vote of the House of Delegates present.

D) Amendments to the by-laws shall be adopted by majority of the House of Delegates present.

BY-LAWS

ARTICLE I - COMMITTEES

Section 1 , It shall be the responsibility of the State President, Post-Secondary Division to appoint State Committees and delegate their duties.

ARTICLE II - IMPEACHMENT

Section 1 If at any time there is a need to remove a state officer, each chartered local club will be represented by one delegate to serve with the Executive Council as a member of this Hearing Committee. Removal will be determined by said Committee.

ARTICLE III - RESIGNATION

Section 1 Resignation will be through a formal letter addressed to the Executive Council through the State Director. Appropriate action will follow as determined by the Executive Council.

NOTES ON CONTEST RULES

1. Where a national contest exists, state rules are identical unless otherwise notified.

2. Where a state contest exists and a national counterpart is non-existant, rules and regulations have been determined by the Executive Council and the State Advisory Board. Rules are available from the State VICA Advisor.

3. Usually a contest is held at the State Leadership Conference if at least two contestants are available unless otherwise notified.

4. In the case of only one contestant, he/she automatically qualifies as the state's national contestant, if the advisor feels he/she is qualified to compete nationally.

5. Suggestions for new state contests should be submitted in writing to the Executive Council by February 1 each year.

6. A copy of the National Competitive Activities Guide is available from the State VICA Advisor.

DON'T CUT YOUR UMBILICAL CORD!

Follow contest rules.

* VICA CURRICULUM

UNIT AND MULTI-PROGRAM LESSON PLANS

VOCATIONAL INDUSTRIAL CLUBS OF AMERICA

by
JoAnne Ruark

NORTHEAST OKLAHOMA VICA ADVISOR

* With slight adaptions for use in Utah

PREFACE

VOCATIONAL INDUSTRIAL CLUBS OF AMERICA

The Vocational Industrial Clubs of America is a youth organization designed to develop the student in leadership abilities, in addition to his particular skill or trade, which will aid him in being a successful employee in his chosen field of endeavor. It is also designed to unite a common bond among all students enrolled in trade, industrial, technical and health education.

Students becoming involved in VICA will develop the ability to plan together, organize, and carry out worthy activities and projects through use of the democratic process, which is a necessity in today's society. As one Superintendent of a Vocational-Technical School said, "The youth organizations are a vital part of the educational process in a Vocational-Technical environment. Students who are participating in the activities of these organizations grow spiritually, mentally, and socially. The many and varied experiences at the high school level are forerunners of fruitful membership in the many civic clubs that play an important role in our American way of life."

These unit and multi-program lesson plan outlines should be included within the curriculum of all trade, industrial, technical and health education. We, in vocational-technical education, believe that youth organizations are an integral part of the instructional program for the secondary and post-secondary student. These lesson plan outlines are designed to fulfill and supplement these beliefs.

Acknowledgment must be made to Mr. Jack Perry, Oklahoma State VICA Director, Stillwater, Oklahoma; Mrs. Joyce Bates, Cosmetology Instructor and VICA Advisor, Kingfisher High School and Northwest Oklahoma District VICA Advisor, Kingfisher, Oklahoma; Mr. Paul Beck, Bartlesville, Oklahoma, a former student; Mr. Milton Worley, Mr. Bob Jarvis, and Mr. Bruce Gray, all of the Great Plains Area Vo-Tech Center, Lawton, Oklahoma, for their words of wisdom, advice, and organizational chart of their youth organizations — a copy of which is included in this outline.

D E D I C A T I O N

To my husband, James

INTRODUCTION

These Unit Lesson Plan outlines have been prepared for the use of the individual VICA unit in a multi-program school. It can also be adapted for the use of a school where there is no multi-program by just adding some of the activities included in the Multi-Program Lesson Plan outlines.

The Multi-Program Lesson Plan outlines have been prepared for the use of the All-School VICA Advisor's use in coordinating all units within the multi-program school, such as an area school or a high school with more than one VICA chapter unit.

Also included in this folder are suggestions for Yearly Program Calendar, organizational charts of other area schools, and suggested organizational charts given from the Oklahoma State Department of Vocational Education -- VICA Division.

Room has been left in these outlines for individual units to insert, change, adapt, or whatever is needed to accomplish their particular goals. These outlines cannot be adhered to completely by any one unit, but should be used only as a guide or outline for reference to help accomplish the goals of VICA -- the six goals of the National Program of Work: Personal Growth; Community Understanding; Safety; Teacher Recruitment; Vocational Youth Cooperation and Good Public Relations. Other goals of VICA, as I view it, are to help the individual

student to adapt and live a useful and productive life by being involved with the community around him and not just being able to earn a living through the use of his learned trade or skill. A student can be highly trained in a skill area and not be successful if he is not a well-rounded community-minded citizen, which VICA strives to accomplish.

The old adage that white-collar workers are the leaders of the community is not necessarily true today. Neither is the one that the blue-collar worker is the "underdog". As almost everyone knows, or should be aware, the blue-collar worker or the skilled person usually makes a higher wage than the white-collar worker -- he is more productive -- so why not make him a leader? VICA provides this "extra" for the vocational students. They can become leaders and they can be a leader in their community.

Through VICA activities, the student learns how to plan, organize, direct, and control, which were once thought to be possessed only by the people in management positions. Although I have been trained and have specialized in management, I know this is not true. I strongly believe in vocational education and in VICA. I believe that I can take the "average" student and develop him to be a leader -- a leader and a manager in his VICA club and in adult civic clubs when he matures. I believe the student who participates in VICA and becomes involved with all activities concerning VICA can be the president of any civic club in his community or a leader among his co-workers in his vocation and do an outstanding job. He will be able to perform by planning,

organizing, staffing, directing and evaluating. He will be able to share his knowledge and leadership abilities with his community and co-workers along with being able to lead them in activities vital to our society today. These are some of the reasons why I want to reach the top of my personal mountain and to dedicate my life to working and influencing vocational students. The following paragraph will explain what I am talking about, which I wrote as my goals for obtaining a doctoral degree and is a part of my graduate folder:

"Being cognizant of the fact that most people reach the foothill of his own personal mountain; a few reach the timberline, still fewer reach the snowline, and a precious few reach the peak of the mountain, I want very much to be among that last number -- I know the view from the top is great. This view, I hope, will enable me to help point the way to others and help them to climb THEIR own personal mountain."

It is for these reasons that I would take the time to prepare so diligently these lesson plan outlines — if only one person is helped or can be directed to climbing his own personal mountain to become a useful person in society that perhaps otherwise would have failed -- then my time and energy in preparing these have been well worth the effort.

JoAnne Ruark

BASIC QUESTIONS ABOUT VICA

1. What is VICA?

   The VOCATIONAL INDUSTRIAL CLUBS OF AMERICA is a national organization for youth -- boys and girls enrolled fulltime in trade and industrial, technical, and health education classes.

2. Who is VICA?

   VICA is the youngest national vocational youth organization and potentially the largest in the nation. It presently has a potential of more than three hundred thousand members. With the emphasis now on trade and industrial education it is predicted that VICA will have one million members by 1975.

3. What is the VICA goal?

   The goal of VICA is to help students with interests in the Trade, Industrial, Technical, or Health fields become happy, mature and productive citizens.

4. Who may join VICA?

   Any student enrolled full-time in Trade and Industrial, Technical, or Health Education classes may become a member. Membership is voluntary.

5. How to join VICA.

   Those wishing to join should talk with their Trade and Industrial Education teacher.

   Chapters desiring to affiliate should write their State Supervisor of Trade and Industrial Education, or the State Director.

Dr. Francis Tuttle, Roy E. Ayres, and Jack P. Berry, "Local Officer's Handbook", (Stillwater, Oklahoma), p. 6. (mimeographed.)

UNIT LESSON PLAN

VICA

I. VICA - Week 1. 1st Day. SEPTEMBER

II. PURPOSE:

To acquaint the student with VICA.

III. PREVIOUS LEARNINGS:

A. First-year students: Nothing.
B. Second-year students: Since these people have had some past experience in VICA, utilize them to help promote VICA and initiate enthusiasm so they will be ready for the all-school assembly.

IV. PRESENTATION:

A. Use second year students. Let as many who want to, tell how VICA has helped them -- especially those students who participated in either a District or State Career Day.
B. If this is only a one-year program, then you will have no second-year students. In this case, I would suggest you borrow some of your last year students or borrow some second-year students from a sponsor in another program.
C. The advisor can follow the students by answering questions, such as, "Why join VICA?" See attached Sheet.

Ref: National Leadership Handbook, June, 1970. pp. 83, 84.

V. ASSIGNMENTS:

Here is an excellent chance to hand out material for parents and students to read: TO THE PARENT and TO THE STUDENT.

VI. MATERIALS NEEDED:

A. Copies for each student of:
TO THE PARENT and TO THE STUDENT
B. Advisor's Guide
C. National Leadership Handbook, June, 1970.

141

UNIT LESSON PLAN

VICA

I. VICA - Week 1. . 2nd Day. SEPTEMBER

II. PURPOSE:

To teach VICA objectives and purposes.

III. PREVIOUS LEARNINGS:

Introduction to VICA and why they should join the organization.

IV. PRESENTATION:

A. Now that interest has been stimulated for the first meeting, the history of VICA can be presented for background information.
Ref. National Leadership Handbook, June, 1970, pp. 58-61.
Ref. Utah State Handbook, August, 1972

B. Now that they know the history, which may be a little dull to some of them -- depending on how the sponsor presents it -- the Purposes of VICA can be presented, which should put a little more enthusiasm into them.

Ref: National Leadership Handbook, June 1970, pp. 62.

C. To continue this "pep talk" use pp. 63, 64, 65, which gives the symbolism of the VICA emblem. Motto, Pledge, Colors, and the Creed.

V. ASSIGNMENTS:

Hand out copies of the creed and the pledge. I think these have so much meaning in their words that it will help the enthusiasm of being part of a club which has these purposes and goals.

VI. MATERIALS NEEDED:

A. National Leadership Handbook, June 1970, pp. 58-65.
B. Creed - copies for each student.
C. Pledge - copies for each student.

UNIT LESSON PLAN

VICA

I. VICA - Week 1. 3rd Day SEPTEMBER

II. PURPOSES:

A. To start a membership drive for VICA. Have units compete for 100% membership. All 100% units will be treated to a party (or some similar incentive) and all non-100% units will pay for the expense of the party.
B. To explain what VICA's do.

III. PREVIOUS LEARNINGS:

They have now learned what VICA is, what it does, and why they should join VICA.

IV. PRESENTATION:

A. Appoint a chairman and some members for the membership drive committee.
B. Let this campaign be entirely the students' ideas of how to get more people to join. They can make all types of posters and put them up on campus or just in their own class unit.
C. The reason for letting the students do all this is to get them involved right off the start! It is their club, so let them do the work and they will do a fantastic job on getting members!
D. Go over WHAT VICA'S DO. (See next page).

V. ASSIGNMENTS:

A. Give copies of the next page: WHAT VICA'S DO to each student so that he can see it as you go over it.
B. Give the membership drive committee the authority to get all materials needed for their posters or whatever they feel they need -- to get members.
C. Give them time in class to work on this along with planting an idea of getting together, either after school or in their home to work on these. MORE INVOLVEMENT.

VI. MATERIALS NEEDED:

A. Copies of WHAT VICA'S DO.
B. Posters, magic markers, crepe paper, etc.

WHAT VICA'S DO

SELF - The VICA member seeks to serve himself by developing into a happy, mature productive citizen. By being dedicated to the cause of his education he serves others as well as himself.

EVALUATION - During the year members take time to evaluate their activities, attitudes and progress. They take stock of what they are doing and what they can do for improvement. Evaluation is a means of improving the quality of current work and gives a basis for future planning. Evaluation reports by members should be made in Chapter meetings and discussed openly by all. Reports of this nature are not interesting only to the members, but should be given to the schools' administrators as examples of VICA work. Good community publicity is helpful, too.

FAMILY - The family is the focal point of every VICA's life. Promoting the family's well being and safety is the way a VICAN develops into an adult capable of bearing the responsibility of his own family. Helping to make home an attractive and comfortable place can be an activity where a student uses training in class, or on-the-job, to build mom a piece of furniture or redecorate a room in the home, or some other project depending on the students' training.

SCHOOL - The VICA is proud of his school and works to make it a better place for learning. Everyday thoughtfulness will help keep a school neat. School clean-up and beautification drives develop school pride. Working to help develop or improve the school's library of occupational texts and materials is a worthwhile idea. Ushering at school events, operating a concession stand for a good cause, or being a "big brother" to an underclassman during orientation are typical of the VICA. Being available to assist counselors, teachers, principals, and other school personnel is a way of expressing your appreciation for what the school is doing for you.

CHAPTER - The Chapter is the most vital working unity of the entire structure of VICA. This is where member participation is most important. It is here that activities are planned and conducted. This is where the democratic process is practiced, and leadership is developed. The Chapter is the basic social unit. Members usually have supervised social activities, such as: inviting out parents, employers, interested persons, and sponsoring cook-outs, dances, etc.

COMMUNITY - Developing civic consciousness is an important part of the VICA's development. Understanding how local government operates and exercising the right to vote to choose community leaders is only a sample of future responsibilities. Thinking of those less fortunate

and trying to understand that people are interdependent on one another is essential. The VICA seeks to fulfill his civic responsibilities by sponsoring and participating in community service projects. These services are of immediate value to the community and help prepare the VICA for adult responsibilities in the community.

STATE AND NATION - Striving to be better citizens is an important task of the VICA member. Basic is patriotism. Knowing history is not enough, the VICA must work to develop a true appreciation for the democratic way of life and always aware of forces that might steal his freedoms. A VICA works to preserve his heritage by practicing democracy, honoring the flag and fulfilling his civic responsibilities. Understanding other people and nations is accomplished by reading books, entertaining foreign visitors, and hearing guest speakers.

Dr. Francis Tuttle, Roy E. Ayres, and Jack P. Berry, "Local Officer's Handbook" (Stillwater, Oklahoma), p. 7. (mimeographed.)

UNIT LESSON PLAN

VICA

I. VICA - Week 1. 4th Day. SEPTEMBER

II. PURPOSES:

A. To appoint officer election committee.
B. To collect dues from anyone who wishes to pay.
C. To start teaching VICA unit (next 9 pages).
D. To explain dignity of official VICA wearing apparel

III. PREVIOUS LEARNINGS:

They have learned quite a lot about VICA by now and are having the chance to join and run for a unit officer.

IV. PRESENTATION:

A. Appoint a chairman and a committee for election of unit officers.
B. Let the students set the guidelines and/or qualifications for unit officers.
C. Each candidate should have to give a campaign speech of a 1 minute maximum length, if students agree with this.
D. Set a deadline for date of speeches and election.
E. Explain points on wearing apparel and encourage all to purchase this wearing apparel. Windbreakers are great if they aren't officers and do not wish to purchase the sweaters or blazers.
F. Hand out Sheet: Terminal & Specific Objectives. Explain this sheet thoroughly so they will know what is expected of them.

V. ASSIGNMENTS:

A. Look over Objectives sheet.
B. Committee be ready to give report tomorrow.

VI. MATERIALS NEEDED:

A. Objectives sheets for each student class.
B. Official VICA Items Catalog - Balfour.
C. National Leadership Handbook, June 1970.
D. Advisor's Guide.

Terminal Objectives

After completion of this unit the student should be able to name the purposes of the VICA organization. He should be able to write the VICA motto and VICA pledge from memory. He should be able to identify the symbols of the VICA emblem and tell what each represents. He should be able to write what each color of the VICA organization represents and the emphasis of the VICA creed.

Specific Objectives

The student should be able to:

1. Name five purposes of the VICA organization.
2. Write from memory the VICA motto.
3. Write from memory the VICA pledge.
4. Name four beliefs the VICA creed emphasizes.
5. Write what each color of the VICA organization represents.
6. Identify the symbols of the VICA emblem and write what each symbol represents.

Suggested Activities

Instructor:

1. Provide students with objective sheet.
2. Provide students with information sheets and job sheets.
3. Make transparencies.
4. Discuss terminal and specific objectives.
5. Discuss information sheets.
6. Demonstrate and discuss procedures outlined in job sheets.
7. Administer evaluation.

Student:

1. Study objective sheet.
2. Study information sheets.
3. Demonstrate the ability to accomplish the procedures outlined in the job sheets.
4. Respond to evaluation.

Instructional Materials

Included in this unit:

1. Objective sheet
2. Information sheets
3. Transparency master
   TM 1--Symbols of The VICA Emblem
4. Evaluation
5. Evaluation answers

Additional Materials:

1. Official Guide, Vocational Industrial Clubs of America, Vocational Industrial Clubs of America, Inc., 1025 15th Street, N.W., Washington, D.C. 20005.

VICA

Information Sheet

I. Purposes of a VICA organization

A. To unite in a common bond all students enrolled in trade and industrial education

B. To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities

C. To foster a deep respect for the DIGNITY OF WORK

D. To assist students in establishing realistic vocational goals

E. To help students attain a purposeful life

F. To create enthusiasm for learning

G. To promote high standards in trade ethics, workmanship, scholarship, and safety

H. To develop the ability of students to plan together, organize, and carry out worthy activities and projects through use of the democratic process

I. To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence

J. To create among students, faculty members, patrons of the school, and persons in business and labor a sincere interest in and esteem for trade, industrial, and technical education

K. To develop patriotism through a knowledge of our Nation's heritage and the practice of DEMOCRACY

II. VICA motto--Preparing for Leadership in the World of Work

III. VICA pledge--UPON MY HONOR, I pledge:

A. To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers

B. To base my expectations of reward upon the solid foundation of service

C. To honor and respect my vocation in such a way as to bring repute to myself

D. And further, to spare no effort in upholding the ideals of the Vocational Industrial Clubs of America

IV. VICA creed--Emphasizes a belief in

A. The dignity of work

B. The American way of life

C. Education

D. Fair play

E. Satisfaction achieved by good work

F. High moral and spiritual standards

V. Colors of the VICA organization

A. Red and white--Represent the individual states and clubs

B. Blue--Represents the common union of the states and of the clubs

C. Gold--Represents the individual

VI. Symbols of the VICA emblem (Transparency 1)

A. Shield--Represents patriotism

B. Torch--Represents knowledge

C. Orbital circles--Represent technology

D. Gear--Represents the industrial society

E. Hands--Represent youth

F. VICA--Represents Vocational Industrial Clubs of America

SYMBOLS OF THE VICA EMBLEM

Shield ——— Represents Patriotism

Torch ——— Represents Knowledge

Orbital Circles ——— Represents Technology

Gear ——— Represents the Industrial Society

Hands ——— Represents Youth

The Letters "V-I-C-A" ——— Represents Vocational Industrial Clubs of America

VICA

Evaluation

1. Name five purposes of the VICA organization.

   a.

   b.

   c.

   d.

   e.

2. Write the VICA motto.

3. Write the VICA pledge.

   Upon my honor I pledge:

   a. To prepare myself--

   b. To base my expectations--

   c. To honor and respect--

   d. And further--

4. Name four beliefs the VICA creed emphasizes.

   a.

   b.

   c.

   d.

5. Write what each color of the VICA organization represents.

   a. Red and white--

   b. Blue--

   c. Gold--

VICA

Evaluation Answers

1. Any five of the following.

   a. To unite in a common bond all students enrolled in trade and industrial education

   b. To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities

   c. To foster a deep respect for the DIGNITY OF WORK

   d. To assist students in establishing realistic vocational goals

   e. To help students attain a purposeful life

   f. To create enthusiasm for learning

   g. To promote high standards in trade ethics, workmanship, scholarship, and safety

   h. To develop the ability of students to plan together, organize, and carry out worthy activities and projects through use of the democratic process

   i. To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence

   j. To create among students, faculty members, patrons of the school, and persons in business and labor a sincere interest in and esteem for trade, industrial, and technical education

   k. To develop patriotism through a knowledge of our Nation's heritage and the practice of DEMOCRACY

2. VICA motto--Preparing for Leadership in the World of Work

3. VICA pledge--UPON MY HONOR, I pledge:

   a. To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers

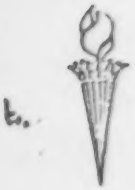
   b. To base my expectations of reward upon the solid foundation of service

   c. To honor and respect my vocation in such a way as to bring repute to myself

   d. And further, to spare no effort in upholding the ideals of the Vocational Industrial Clubs of America

6. Identify the following symbols and tell what each symbol represents.

a.

b. 

c.

d.

e.

f.

a._____ Represents_____

b._____ Represents_____

c._____ Represents_____

d._____ Represents_____

e._____ Represents_____

f._____ Represents_____

4. Any four of the following:

   a. The dignity of work
   b. The American way of life
   c. Education
   d. Fair play
   e. Satisfaction achieved by good work
   f. High moral and spiritual standards

5. a. Red and white--Represent the individual states and clubs
   b. Blue--Represents the common union of the states and of the clubs
   c. Gold--Represents the individual

6. a. Shield--Represents patriotism
   b. Torch--Represents knowledge
   c. Orbital circles--Represent technology
   d. Gear--Represents the industrial society
   e. Hands--Represent youth
   f. VICA--Represents Vocational Industrial Clubs of America

UNIT LESSON PLAN

VICA

I. VICA - Week 1. 5th Day. SEPTEMBER

II. PURPOSES:

A. To have report from officer election committee.
B. To collect dues from anyone wishing to pay.
C. To continue teaching VICA Unit -- objectives sheet handed out yesterday.
D. To hear report of membership, to date.

III. PREVIOUS LEARNINGS:

Objectives of this particular unit and what is expected of the student -- Terminal and Specific Objectives.

IV. PRESENTATION:

A. Hear report from committee.
B. Hand out Information Sheets.
C. Discuss purposes of a VICA organization, one-by-one.
D. Discuss motto and what it means.
E. Discuss pledge and what it means.
F. Discuss emphasis of creed.
G. Discuss the significance of the colors.
H. Discuss purchasing official VICA wearing apparel.
I. Hear report of membership to date.

V. ASSIGNMENTS:

Look over Information Sheets again before coming to class.

VI. MATERIALS NEEDED:

A. Information Sheets for each student.
B. Unit on VICA.
C. National Leadership Handbook, June 1970.
D. Advisor's Guide.
E. Official VICA Items Catalog - Balfour.

UNIT LESSON PLAN

VICA

I. VICA - Week 2. 1st Day. SEPTEMBER

II. PURPOSES:

A. To collect dues from any member wishing to pay.
B. To hear campaign speeches.
C. To elect unit officers
D. To elect all school officers at all school assembly.

III. PREVIOUS LEARNINGS:

A. Have heard officer election committee report.
B. Have heard membership drive committee report.

IV. PRESENTATION:

A. Campaign speeches.
B. Election of officers.
C. President appoints committee chairmen:
1. Safety Committee chairman.
2. Official VICA equipment chairman.
3. VICA wearing apparel chairman.
4. Initiation and installation chairman.
5. Social activities chairman.
6. Community activities chairman.
7. Publicity chairman -- responsible for speakers to come in.
8. Publicity chairman -- responsible for field trips, banquets, etc.
9. State newsletter publicity chairman.
10. VICA magazine publicity chairman and radio and/or television shows.
11. Assembly Programs chairman.
12. Publicity chairman -- responsible for agenda of school student speakers who would be willing to speak before civic, business and trade groups.
13. Follow-up study of club alumni chairman.
14. Outstanding club contest chairman -- responsible for coordinating entire year's activities for competition in outstarding club. This is an ongoing program beginning the first month of school and a chairman could certainly help to have an outstanding club.
15. Highway Safety contest chairman.
16. Safe Driving contest chairman.

Week 2. 1st Day continued.

V. ASSIGNMENTS:

A. Committee chairman for the year assigned.
B. Hand out committee chairmen duties.
C. Hand out duties of officers.

VI. MATERIALS NEEDED:

A. Committee chairmen duties.
B. Officer Duty Sheets.
C. Advisor's Guide.
D. National Handbook.

UNIT LESSON PLAN

VICA

I. VICA - Week 2. 2nd Day SEPTEMBER

II. PURPOSES:

To discuss and plan for officer leadership training conference.

III. PREVIOUS LEARNING:

Officers have studied their duties.

IV. PRESENTATION:

A. Plan and discuss officer leadership training conference.
B. Discuss the need for leadership training.

V. ASSIGNMENT:

A. Make some assignments as far as duties for the conference.
B. Appoint individuals to be responsible for certain phases.

VI. MATERIALS NEEDED:

A. National Handbook
B. Utah State Handbook
C. Application Form

UNIT LESSON PLAN

VICA

I. VICA - Week 2. 3rd Day. SEPTEMBER

II. PURPOSES:

A. To reinforce previous learnings of VICA Unit.
B. To learn about VICA emblem.

III. PREVIOUS LEARNINGS:

A. Have gone over Information Sheet.
B. Have learned the purposes of VICA.
C. Have discussed pledge, creed and colors.

IV. PRESENTATION:

A. Go over Information Sheet again.
B. Use transparencies to teach VICA emblem.
C. Review all sheets of Unit on VICA.

V. ASSIGNMENT:

Final test on Vica Unit tomorrow, so review and be ready.

VI. MATERIALS NEEDED:

A. Information Sheet.
B. Transparencies of VICA emblem.
C. Advisor's Guide for reference material.
D. National Leadership Handbook for reference material.

UNIT LESSON PLAN

VICA

I. VICA - Week 2. 4th Day. SEPTEMBER

II. PURPOSES:

A. To evaluate comprehension of students on VICA Unit.
B. To finish committee chairmen appointments, if any.

III. PREVIOUS LEARNINGS:

A. History of VICA.
B. What VICA's do.
C. Teaching of VICA Unit.

IV. PRESENTATION:

A. Give test on VICA Unit.
B. President should appoint any committee chairmen not previously appointed. Perhaps a committee on planning the Yearly Program for this unit.
C. President asks that this committee call a meeting and plan the Yearly Program. It should be ready to submit for approval by Friday, so that it can be submitted to the all-school advisor.

V. ASSIGNMENTS:

A. Any committee ready for a report should report at tomorrow's meeting.
B. Report on membership.
C. Find out memberships of the other units in school.

VI. MATERIALS NEEDED:

A. Evaluation tests.
B. Make lists of new committee appointments.
C. Advisor's Guide for handy reference.
D. National Leadership Handbook for reference.

UNIT LESSON PLAN

VICA

I. VICA - Week 2. 5th Day. SEPTEMBER

II. PURPOSES:

A. To return evaluation sheets.
B. To re-teach unit, if necessary.

III. PREVIOUS LEARNINGS:

A. Evaluation.
B. Committee assignments.

IV. PRESENTATION:

A. Return evaluation sheets and go over them.
B. Re-teach anything which is deemed necessary.
C. Answer all questions concerning VICA Unit.
D. Discuss possibilities of the Yearly Program if committee has anything to discuss yet.

V. ASSIGNMENTS:

A. Contact school officers on any topic you wish discussed at officer leadership conference.
B. Be ready to submit Yearly Program to unit Monday for adoption and have one ready to submit to School VICA Advisor.

VI. MATERIALS NEEDED:

A. Tests and hand back.
B. Samples of Yearly Program for committee.
C. Advisor's Guide.
D. National Leadership Handbook.

UNIT LESSON PLAN

VICA

I. VICA - Week 3. 1st Day SEPTEMBER

II. PURPOSES:

A. To have President preside for the first time for entire meeting.
B. To adopt Yearly Program.
C. To elect unit Representatives for the all-school executive committee.

III. PREVIOUS LEARNINGS:

A. Have had lessons on VICA.
B. President has read his duties and should know them.
C. Other officers should know their duties also.

IV. PRESENTATION:

A. President calls the meeting to order.
B. Yearly Program should be submitted and voted on.
C. President presents each candidate for his campaign speech.

D. Elect unit Representative for all-school executive board.

V. ASSIGNMENTS:

A. Unit officers study duties again to be more familiar with their office.
B. Committee turn in Yearly Program to School Advisor.
C. Committees needing to report on progress of activities be ready for Monday.

VI. MATERIALS NEEDED:

A. Paper for note-taking.
B. Advisor's Guide for reference.
C. National Leadership Handbook.
D. Robert's Rules of Order.

163

UNIT LESSON PLAN

VICA

I. VICA - Week 3. 2nd Day. SEPTEMBER

II. PURPOSES:

A. To hold short meeting for any committee reports.
B. Collect any dues from students wanting to pay.

III. PREVIOUS LEARNINGS:

A. Have learned how to hold meetings.
B. Committees have met and planned activities.

IV. PRESENTATION:

A. President calls meeting to order.
B. Committees give reports: membership, special activities, etc.

V. ASSIGNMENTS:

A. Unit class Representative should be ready to meet with school officers tomorrow after election. They should be ready to report on unit officers and unit Yearly Program.
B. This executive board should organize and appoint their chairmen for all the same positions as unit chairmen.
C. Schedule another meeting soon.

VI. MATERIALS NEEDED:

A. Robert's Rules of Order.
B. Advisor's Guide.
C. National Leadership Handbook.

UNIT LESSON PLAN

VICA

I. VICA - Week 3. 3rd Day. SEPTEMBER

II. PURPOSES:

A. To discuss anything not previously discussed.
B. To get up-to date membership list.
C. To compare membership with other unit memberships.
D. Collect any dues not paid.

III. PREVIOUS LEARNINGS:

A. Several meetings have been held.
B. Dues have been collected.
C. Membership roster should have been kept.

IV. PRESENTATION:

A. President calls meeting to order.
B. Opens for discussion on any unfinished business.
C. Discussion is open for new business.
D. Hear report on membership.
E. Hear comparison of this unit membership with other unit membership.
F. Start planning for the picnic for the unit 100% memberships.
G. Meeting adjourns.
H. During break — vote on all-school officers.
I. Unit class Representative meet with the elected officers.
J. Representatives give unit reports on the various committees, e.g. membership, Yearly Program for their unit, unit officers, etc.
K. Start planning all-school Yearly Program.

V. ASSIGNMENTS:

A. Set another meeting to finish planning Yearly Program.
B. Set a meeting time to meet with Advisor, for approval of Yearly Program.
C. Set a date for the picnic for the 100% membership units.

VI. MATERIALS NEEDED:

A. Robert's Rules of Order.
B. Copies of unit Yearly Programs.
C. National Leadership Handbook.
D. Copy of "The National Program of Work Guidebook".

UNIT LESSON PLAN

VICA

I. VICA - Week 3. 3rd Day. SEPTEMBER

II. PURPOSES:

To learn parliamentary procedure.

III. PREVIOUS LEARNINGS:

Have had no lessons on parliamentary procedure.

IV. PRESENTATION:

A. Obtain a copy of "Parliamentary Guide for Vocational Industrial Club of America", Texas Association, Inc. Jarrell D. Gray or any suitable parliamentary guide.
B. Students may all want to purchase a copy of this.
C. pp. 35 gives a good Lesson Plan on Parliamentary Procedure.

V. ASSIGNMENTS:

We will study further tomorrow.

VI. MATERIALS NEEDED:

A. Jarrell D. Gray, Parliamentary Guide for Vocational Industrial Club of America (Texas Association, Inc.; Wolfe City: Henington Publishing Company, 1969) or any suitable guide.
B. Robert's Rules of Order

UNIT LESSON PLAN

VICA

I. VICA -- Week 3. 5th Day. SEPTEMBER

II. PURPOSES:

To study further parliamentary procedure.

III. PREVIOUS LEARNINGS:

Have had some study on parliamentary procedure.

IV. PRESENTATION:

Discuss parliamentary procedure following outline in Gray's "Parliamentary Guide" or any suitable guide.

V. ASSIGNMENTS:

We will study further tomorrow and have some questions.

VI. MATERIALS NEEDED:

A. Jarrell D. Gray, Parliamentary Guide for Vocational Industrial Club of America (Texas Association, Inc.; Wolfe City: Henington Publishing Company, 1969) or any suitable guide.
B. Robert's Rules of Order

167

UNIT LESSON PLAN

VICA

I. VICA - Week 4. 1st Day. SEPTEMBER

II. PURPOSES:

To study further parliamentary procedure.

III. PREVIOUS LEARNINGS:

Have studied parliamentary procedure for two days.

IV. PRESENTATION:

Further discussion and have some questions ready to ask them from the Parliamentary Guide.

V. ASSIGNMENTS:

No assignment. Will have another unit meeting Monday.

VI. MATERIALS NEEDED:

A. Jarrell D. Gray, Parliamentary Guide for Vocational Industrial Club of America (Texas Association, Inc.; Wolfe City: Henington Publishing Company, 1969), or any suitable guide.
B. Robert's Rules of Order.

UNIT LESSON PLAN

VICA

I. VICA - Week 4. 2nd Day. SEPTEMBER

II. PURPOSES:

To study opening and closing ceremonies.

III. PREVIOUS LEARNINGS:

Have held meetings and studied parliamentary procedure.

IV. PRESENTATION:

A. Go over opening and closing ceremonies with them and give demonstration of how it should be.
B. If you have any last year students, utilize these for demonstration purposes.
C. Teach them how to move and place symbols on emblem.

V. ASSIGNMENTS:

Hand out copies of opening and closing ceremonies.

VI. MATERIALS NEEDED:

A. Advisor's Guide.
B. Copies of Opening and Closing ceremonies.
C. National Leadership Handbook.

169

UNIT LESSON PLAN

VICA

I. VICA - Week 4. 3rd Day. SEPTEMBER

II. PURPOSES:

A. To determine the students performance on opening and closing ceremonies.
B. To discuss and decide on safety projects.
C. To discuss initiation and installation of unit officers.

III. PREVIOUS LEARNINGS:

A. Have had discussion and demonstration of opening and closing ceremonies.
B. Have appointed safety committee.
C. Have appointed initiation and installation committee.

IV. PRESENTATION:

A. Have officers go through opening and closing ceremonies.
B. Go ahead with meeting according to parliamentary procedure.
C. Discuss safety after hearing from safety committee.
D. Discuss initiation and installation after hearing from this committee.
E. Adjourn.

V. ASSIGNMENTS:

None

VI. MATERIALS NEEDED:

A. Advisor's Guide.
B. Opening and Closing Ceremonies.
C. Parliamentary Guide.
D. National Leadership Handbook.

UNIT LESSON PLAN

VICA

I. VICA - Week 4. 4th Day. SEPTEMBER

II. PURPOSES:

A. To finalize some of the safety project plans.
B. To finalize plans for initiation and installation of unit members.

III. PREVIOUS LEARNINGS:

A. Have had discussion on safety projects.
B. Have had discussion on initiation and installation.

IV. PRESENTATION:

A. President calls meeting to order and officers perform Opening and Closing Ceremonies.
B. Finalize safety project plans.
C. Finalize initiation and installation of unit members.
D. Discuss any other business necessary at this time.
E. Meeting Adjourns.

V. ASSIGNMENTS:

No meeting tomorrow.
Optional: Have a trade in demonstrating opening and closing ceremonies to other units.

VI. MATERIALS NEEDED:

A. Initiation and Installation ceremonies to study.
B. Advisor's Guide.
C. National Leadership Handbook.

171

UNIT LESSON PLAN

VICA

I. VICA - Week 5 & 6. 3rd Day. OCTOBER

II. PURPOSES:

To have all school officers train unit officers

III. PREVIOUS LEARNING:

All school officers have been to Officers Leadership Training Conference.

IV. PRESENTATION:

A. President calls meeting to order according to VICA opening and closing ceremonies.
B. All school officers report to units on Officer Leadership Training Conference.
C. All school officers meet with their unit counterparts for individual help.

V. ASSIGNMENTS:

Possible practice for reports and treasurer and secretary.

VI. MATERIALS NEEDED:

Portfolio of handouts collected in Officers Leadership Training Conference.

UNIT LESSON PLAN

VICA

I. VICA - Week 7. 3rd Day. OCTOBER

II. PURPOSES:

To hear reports on all committees progress.

III. PREVIOUS LEARNINGS:

Committees and chairmen have been assigned to plan for these activities.

IV. PRESENTATION:

A. President calls meeting to order according to VICA opening and closing ceremonies.
B. Asks for committee reports:
   1. Report on Highway safety contest plans.
   2. Report on Safe Driving contest plans.
   3. Report on Safety committee plans and what is being done.
   4. Report on Outstanding Chapter activities.
   5. All other committees should report and if time does not permit today, finish tomorrow. These should be moving right along day-by-day and news coverage in the newspaper and radio, television, etc.
C. Any other business should be taken care of at this time.

V. ASSIGNMENTS:

Make any assignments needed at this time that have not been taken care of previously.

VI. MATERIALS NEEDED:

A. Forms for committee reports.
B. Advisor's Guide.

UNIT LESSON PLAN

VICA

I. VICA - Week 8. 3rd Day. OCTOBER

II. PURPOSES:

To hold unit initiation and installation this week according to previous plans.

III. PREVIOUS LEARNINGS:

Plans have already been made prior to this time.

IV. PRESENTATION:

A. Installation of unit officers.
B. Initiation of all members.
C. Closing ceremonies.

V. ASSIGNMENTS:

None particularly, unless deemed necessary at this time.

VI. MATERIALS NEEDED:

A. Initiation Ceremony copies.
B. Installation Ceremony copies.
C. Camera for pictures for news coverage.
D. Advisor's Guide.

UNIT LESSON PLAN

VICA

I. VICA - Week 9. 3rd Day. OCTOBER - NOVEMBER

II. PURPOSES:

To plan for the activities of November.

III. PREVIOUS LEARNINGS:

A. All unit officers have now been installed.
B. All unit members have been initiated.
C. Committees have had several meetings.
D. Yearly Program of work has been adopted.

IV. PRESENTATION:

A. President calls meeting to order in regular VICA opening ceremonies.
B. Discussion is made on the activities for this month according to this unit's Yearly Program of work, e.g. helping needy families at Thanksgiving, etc.
C. Discuss the traits of a leader again although this has already been discussed in the Leadership Training Conference last month. It always helps to remind and reinforce learnings.

V. ASSIGNMENTS:

A. Remind students to carry out their assignments for the activities of this month.
B. Remind them that committee reports are due next meeting.

VI. MATERIALS NEEDED:

A. Copy of traits of a Leader.
B. Advisor's Guide.
C. Notepaper for note taking.

UNIT LESSON PLAN

VICA

I. VICA - Week 10. 3rd Day. NOVEMBER

II. PURPOSES:

A. To reinforce enthusiasm of being a VICA member.
B. To plan an activity.
C. To hear committee reports.

III. PREVIOUS LEARNINGS:

A. VICA has been studied and should be thoroughly understood by now; however, reinforcement is always advisable.
B. The Yearly Program has been adopted, but may need to be altered to fit a specific class or new idea.

IV. PRESENTATION:

A. President calls meeting to order in regular VICA opening ceremonies.
B. Business is taken care of.
C. Review Part I of the National Leadership Handbook, June 1970, "YOU'RE A VICA MEMBER". pp. 9-13.
D. Discuss some activity that perhaps could be accomplished which was not on the Yearly Program. Something particularly fitting for this month.
E. Discuss field trip.
F. Discuss speaker.
G. Committee reports should be given.
H. Meeting adjourns.

V. ASSIGNMENTS:

A. All students should carry out assignments when given in a meeting.
B. Next meeting will be finalizing the activities for November and further study on VICA.

VI. MATERIALS NEEDED:

A. National Leadership Handbook, June 1970. pp. 9-13.
B. Copies of these pages should be handed out to each student.
C. Advisor's Guide.
D. Robert's Rules of Order.

UNIT LESSON PLAN

VICA

I. VICA - Week 11. 3rd Day. NOVEMBER

II. PURPOSES:

A. To finalize the activities for November.
B. To study the challenge of youth.

III. PREVIOUS LEARNINGS:

A. Have learned what being a VICA member means.
B. Have discussed various activities for this month.

IV. PRESENTATION:

A. President calls meeting to order in regular VICA opening ceremonies.
B. Conducts meeting according to Robert's Rules of Order and VICA Parliamentary Procedure.
C. Finalizes November's activities.
D. Discuss skipping next week's meeting due to Thanksgiving.
E. Finish all business.
F. Discuss "YOUTH: Tempered by Challenge"

Ref: National Leadership Handbook, June 1970, pp. 17-24.

G. Meeting adjourns.

V. ASSIGNMENTS:

A. Any student who has assignments should get them completed.
B. Remind them of next meeting and what to be thinking about before meeting time.

VI. MATERIALS NEEDED:

A. National Leadership Handbook, June 1970. pp. 17-24.
B. Have copies of these pages for each student for easy discussion purposes.
C. Advisor's Guide.
D. VICA Parliamentary Guide.
E. Robert's Rules of Order.

UNIT LESSON PLAN

VICA

I. VICA - Week 13. 3rd Day. NOVEMBER

II. PURPOSES:

A. To preplan December's activities.
B. To review parliamentary procedure.
C. To work on safety programs.

III. PREVIOUS LEARNINGS:

A. Have discussed the challenge of youth.
B. Have discussed the virtues to be practiced by man.
C. Have discussed Rules of Civility.
D. Have planned safety projects for the year.

IV. PRESENTATION:

A. President calls meeting to order in regular VICA opening ceremonies.
B. Review VICA Parliamentary Procedure.
C. Discuss safety program.
D. Discuss December's activities.
E. Take up any unfinished business.
F. Meeting adjourns.

V. ASSIGNMENTS:

A. Committees get reports ready for first meeting in December.
B. Safety committee should be in full-swing and come up with some other good ideas.

VI. MATERIALS NEEDED:

A. VICA Parliamentary Guide.
B. Robert's Rules of Order.
C. Advisor's Guide.
D. National Leadership Handbook, June 1970.

UNIT LESSON PLAN

VICA

I. VICA - Week 14. 3rd Day. DECEMBER

II. PURPOSES:

A. To review Part II of the National Leadership Handbook.
B. To review the program, administration, evaluation, advisory council, system of promotion, etc. (This was covered in the Leadership Training Conference.)

III. PREVIOUS LEARNINGS:

A. Have discussed this briefly in the Leadership Training Conference in October.
B. Have studied Part I: "You're a VICA member".

IV. PRESENTATION:

A. Advisor should conduct this meeting.
B. Have hand outs of pages 17-27.
C. Discuss each of these individually.

V. ASSIGNMENTS:

A. Have hand outs of the rest of Part II for them to look over before another meeting.
B. Remind them that next meeting is committee report time.

VI. MATERIALS NEEDED:

A. Copies of National Leadership Handbook, June 1970. pp. 17-27 and parts of the rest of the chapter that will pertain to next meeting.
B. National Leadership Handbook.
C. Advisor's Guide.

UNIT LESSON PLAN

VICA

I. VICA - Week 15. 3rd Day. DECEMBER

II. PURPOSES:

A. To hear committee reports to date.
B. To finish discussion on Part II.
C. To finalize December's activities.

III. PREVIOUS LEARNINGS:

A. Committees have been assigned reports.
B. Handouts on the rest of Part II have been received by the students.
C. Previous plans were made for December.

IV. PRESENTATION:

A. President opens meeting in regular VICA opening ceremonies.
B. Committee reports.
C. Discussion on final Part II.
D. Discussion and finalization of December's activities.
E. Set date for next meeting in January.
F. Meeting adjourns.

V. ASSIGNMENTS:

A. Remind them that next meeting will be in January after Christmas vacation.
B. Some assignment may be given that would be particularly fitting at this time.

VI. MATERIALS NEEDED:

A. Paper for reports.
B. Advisor's Guide.
C. National Leadership Handbook.
D. VICA Parliamentary Guide.

UNIT LESSON PLAN

VICA

I. VICA - Week 16. 3rd Day. JANUARY

II. PURPOSES:

A. To plan for January's activities.
B. To discuss a VICA sweetheart dance for Valentine Day honoring your VICA sweetheart. (Or some similar activity)
C. To discuss the possibility of an Industrial-Student Banquet.

III. PREVIOUS LEARNINGS:

A. The students have learned how to plan activities.
B. They have learned how to discuss activities according to parliamentary procedure.

IV. PRESENTATION:

A. President opens meeting in regular VICA opening ceremonies.
B. Discuss January activities.
C. Discuss the VICA Sweetheart and the possibility of a Dance in her honor.
D. Discuss some other activity such as an Industrial-Student Banquet.
E. Set the requirements and qualifications for your unit VICA Sweetheart which will be a candidate for the all-school VICA Sweetheart.
F. Set the date for filing and for the election.
G. Meeting adjourns.

V. ASSIGNMENTS:

A. Students who were assigned to committee for the qualifications and requirements for the VICA Sweetheart should get busy and turn these in within two days.
B. Students wishing to file for candidacy or who seek nomination to VICA Sweetheart should be doing so by the next meeting date.

VI. MATERIALS NEEDED:

A. Advisor's Guide for reference on some of these type activities.
B. National Leadership Handbook, June 1970.
C. VICA Parliamentary Guide.

UNIT LESSON PLAN

VICA

I. VICA - Week 17. 3rd Day. JANUARY

II. PURPOSES:

A. To accept nominations for VICA Sweetheart candidacy.
B. To finish discussing some of the activities for January.
C. To set a date for the February Valentine Dance.

III. PREVIOUS LEARNINGS:

A. The students have been acquainted with the qualifications for their unit VICA Sweetheart.
B. The students are acquainted with activities for the month.

IV. PRESENTATION:

A. President opens meeting in regular VICA opening ceremonies.
B. Accept nominations for VICA Sweetheart candidacy.
C. If everything is in order, go ahead and have election. If everything is not in order, wait until next week.
D. Discuss January activities.
E. Set date for the February Valentine Dance or whatever the occasion designated to honor the VICA Sweetheart.
F. Discuss further the possibility of an Industrial-Student Banquet.
G. Take care of any unfinished business.
H. Meeting adjourns.

V. ASSIGNMENTS:

A. Committee chairmen get reports ready for next meeting.
B. Review Yearly Program before next meeting

VI. MATERIALS NEEDED:

A. Need copy of unit Yearly Program.
B. Advisor's Guide.
C. VICA Parliamentary Guide.
D. National Leadership Handbook, June 1970.

UNIT LESSON PLAN

VICA

I. VICA - Week 18. 3rd Day. JANUARY

II. PURPOSES:

A. To hear committee reports.
B. To encourage the wearing of VICA wearing apparel.
C. To review the National Program of Work.

III. PREVIOUS LEARNINGS:

A. Committee chairmen have given previous reports and should know the proper procedure on giving reports.
B. Members know the importance of VICA wearing apparel.
C. Members have studied the National Program of Work previously; however, they should be reviewed at this time.

IV. PRESENTATION:

A. President opens meeting in regular VICA opening ceremonies.
B. Take care of old business first.
C. If VICA Sweetheart was not elected last week, hold the election at this time.
D. Review and discuss the importance and points gained by wearing the official VICA wearing apparel on VICA DAYS at school and to all official meetings.
E. Committee chairmen should give their reports to date.
F. Discuss the National Program of Work.
Ref: National Leadership Handbook, June 1970, pp. 78-79.
G. Meeting adjourns.

V. ASSIGNMENTS:

A. Remind VICA Sweetheart that she must be ready for the event honoring her by acquiring the appropriate clothing.
B. Remind the students to carry out their duties for the activities of the month.

VI. MATERIALS NEEDED:

A. National Leadership Handbook, June 1970, pp. 78-79.
B. Advisor's Guide.
C. VICA Parliamentary Guide.
D. Robert's Rules of Order.

UNIT LESSON PLAN

VICA

I. VICA - Week 19. 3rd Day. JANUARY

II. PURPOSES:

To review Personal Development For The Leader, Part IV.

III. PREVIOUS LEARNINGS:

Some previous study of this has been made much earlier in the year.

IV. PRESENTATION:

A. Advisor or a well-informed student could present this or be the discussion leader.
B. National Leadership Handbook, June 1970, pp. 127-133.
C. Copies of these could be made to hand out to students so that they could follow or transparencies of the highlights could be made so that attention could be held toward the front of the room.
D. Have open discussion.
E. Meeting adjourns.

V. ASSIGNMENTS:

A. Students who have jobs to perform before the February events and activities should be reminded to have them completed.
B. Remind them that contests will be discussed first meeting in February.

VI. MATERIALS NEEDED:

A. National Leadership Handbook, June 1970, pp. 127-133.
B. Advisor's Guide.
C. Transparencies - if used.
D. Hand outs - if used.

UNIT LESSON PLAN

VICA

I. VICA - Week 20. 3rd Day. FEBRUARY

II. PURPOSES:

A. To discuss all contests for District Leadership Conf. Day.
B. To plan competition between units in preparation for District contests.

III. PREVIOUS LEARNINGS:

Students have been familiarized with types of contests.

IV. PRESENTATION:

A. Advisor should probably be in charge of this meeting.
B. Discuss in detail the contests available on the District level.
C. Explain how competition between units will determine who will go to the District contests.
D. Explain that this unit competition should be as serious as District competition.
E. Set date for unit competition.
F. Anyone wishing to participate must file by Friday.
G. Meeting adjourns.

V. ASSIGNMENTS:

A. Remind students of filing period for contests.
B. Remind them how participation in contests helps them to develop individually.
C. Remind them that next meeting finalizes VICA Sweetheart honor event.

VI. MATERIALS NEEDED:

A. Copies of all District contests and rules.
B. Advisor's Guide.
C. National Leadership Handbook.

UNIT LESSON PLAN

VICA

I. VICA - Week 21. 3rd Day. FEBRUARY

II. PURPOSES:

A. To finalize VICA Sweetheart honor event.
B. To finalize plans for unit contests.

III. PREVIOUS LEARNINGS:

A. Students have been notified of filing period for contests.
B. Students have discussed VICA Sweetheart honor event previously.

IV. PRESENTATION:

A. President opens meeting in regular VICA opening ceremonies.
B. President conducts meeting according to parliamentary procedure.
C. Discuss final preparation and make assignments of duties for the VICA Sweetheart honor event.
D. Discuss and finalize plans for unit contests. Make all necessary student assignments.
E. Make sure each participant knows exactly what he is supposed to do.
F. Finish any other business that should be brought up at this time.
G. Meeting adjourns.

V. ASSIGNMENTS:

A. Remind students to be sure to carry out all assignments made during the meeting.
B. Make sure each participant understands his performance.
C. Make sure the Sweetheart has proper wearing apparel for the event.

UNIT LESSON PLAN

VICA

VICA - Week 21. 3rd Day continued. FEBRUARY

VI. MATERIALS NEEDED:

A. Duties of participants in contests.
B. Rules and regulations for contests.

C. Robert's Rules of Order.
D. Advisor's Guide.
E. Forms are completed for contests.

UNIT LESSON PLAN

VICA

I. VICA - Week 2[illegible] 3rd Day. FEBRUARY

II. PURPOSES:

A. To discuss activities of District VICA Leadership Conference Day in March.
B. To discuss any unfinished activities on the Yearly Program of Work for the month of February.
C. To discuss having a local career day within the unit.

III. PREVIOUS LEARNING:

A. Previous discussion on monthly activities.
B. Previous discussion on District VICA Leadership Conference Day in March.

IV. PRESENTATION:

A. President opens meeting in regular VICA opening ceremonies.
B. President conducts meeting according to parliamentary procedure.
C. District VICA Leadership Conference Day in March.
D. Discuss the possibility of holding a local career day with the unit -- invite speakers for local industry to inform the students of the job opportunities in their particular skill or trade in the community as well as in other communities.
E. Discuss any unfinished activities for the month of February or substitute some other activity that may be more fitting for this month.
F. Meeting adjourns.

V. ASSIGNMENTS:

A. Remind students that monthly unit reports of all committees are due next meeting.
B. Remind them to wear official VICA wearing apparel on all VICA Dress-up days and to all official meetings.
C. Remind students to wear official VICA wearing apparel when representing the school when working on community projects.
D. Remind them of proper apparel on DISTRICT VICA LEADERSHIP DAY.

UNIT LESSON PLAN

VICA

VICA - Week 22. 3rd Day continued. FEBRUARY

VI. MATERIALS NEEDED:

A. Copy of Yearly Program of Work.
B. Copy of District VICA Leadership Conference Day.
C. Copy of local Leadership Conference Day activities and what students are wanting to learn from this local Leadership Conference Day.
D. Parliamentary Guide.
E. Advisor's Guide.

UNIT LESSON PLAN

VICA

I. VICA - Week 23. 3rd Day. FEBRUARY

II. PURPOSES:

A. To further prepare for District VICA Leadership Day.
B. To hear all committee reports.

III. PREVIOUS LEARNINGS:

A. Previous discussions on District VICA Leadership Day.
B. Previous experience on giving committee reports.

IV. PRESENTATION:

A. President opens meeting in regular VICA opening ceremonies.
B. Further planning for District VICA Leadership Day.
C. President presents each committee chairman to give his report to date.
D. Meeting adjourns.

V. ASSIGNMENTS:

A. Remind students to be working hard on their contests for District.
B. Make notes of committee reports to date.
C. Make sure that safety projects are progressing as scheduled.
D. Make sure that all students understand their responsibility toward the community when asked to give speeches to civic organizations, work on community projects, etc.

VI. MATERIALS NEEDED:

A. Copy of District VICA Leadership Day activities.
B. Advisor's Guide.
C. Copy of contest rules and regulations.

UNIT LESSON PLAN

VICA

I. VICA - Week 24. 3rd Day. MARCH

II. PURPOSES:

To further prepare for District VICA Leadership Day.

III. PREVIOUS LEARNINGS:

Have had lessons on District VICA Leadership Day.

IV. PRESENTATION:

A. Work on contests for District VICA Leadership Day.
B. Make posters for any student running for District Officer.
C. Make data sheets for candidate to be mailed to other school chapters, asking for their votes for your candidate.
D. Work! Prepare! Work! Prepare! Work! Prepare!

V. ASSIGNMENTS:

A. Help them all you can to work on their contests and get ready for District VICA Leadership Day.
B. Suggest improvements in a diplomatic manner.

VI. MATERIALS NEEDED:

A. Copy of District VICA Leadership Day activities and contest guidelines.
B. Advisor's Guide.
C. National Leadership Handbook, June 1970.

UNIT LESSON PLAN

VICA

I. VICA - Week 25. 3rd Day. MARCH

II. PURPOSES:

To continue preparing for District VICA Leadership Day.

III. PREVIOUS LEARNINGS:

Have been working and preparing for this for a few weeks.

IV. PRESENTATION:

A. President should call meeting to order in regular VICA opening ceremonies.
B. Regular business should be disposed of.
C. President should introduce each participant and let him continue his contest in front of the group, e.g. public speaking, extemporaneous speaking, etc.
D. Give the class a chance to comment on the speech, etc., and give constructive criticisms. Remember our main purpose now is to be as good as we can and all work to be the best!
E. Meeting adjourns.

V. ASSIGNMENTS:

A. Make any assignments deemed necessary to be ready for the District VICA Leadership Conference Day.
B. Help students in any way that you can be of help without doing the work for them.
C. Again, give suggestions in a diplomatic manner so that they will be adhered to.

VI. MATERIALS NEEDED:

A. Copy of District VICA Leadership Conference Day activities and contest guidelines.
B. Advisor's Guide.
C. National Leadership Handbook, June 1970. Review the qualities of leaders.

UNIT LESSON PLAN

VICA

I. VICA - Week 26. 3rd Day. MARCH

II. PURPOSES:

To finalize preparation for District VICA Leadership Day.

III. PREVIOUS LEARNINGS:

Should be ready to finalize this meeting date.

IV. PRESENTATION:

A. President calls meeting to order in regular VICA opening ceremonies.
B. Business and activities for the month of March, other than the contests should be discussed at this time.
C. President presents each participant and lets him perform his part of the contests in front of the class again.
D. After all participants are finished, have a discussion and constructive criticisms again.
E. This is the final time before District, so really get down to business!
F. Make final transportation plans.
G. Meeting adjourns.

V. ASSIGNMENTS:

A. This is the last chance to make any suggestions or give any instructions, and assignments before leaving for District
B. Go over the conduct rules of the day.
C Remind them of their official VICA wearing apparel, especially contestants.
D. Tell them no matter if they win, draw, or lose, they are still winners just for the fact that they participated.

VI. MATERIALS NEEDED:

A. Copy of District VICA Leadership Conference Day activities and contest guidelines.
B. Copy of conduct for District VICA Leadership Conference Day.
C. Advisor's Guide.
D. National Leadership Handbook, June 1970.

UNIT LESSON PLAN

VICA

I. VICA - Week 27. 3rd Day. MARCH

II. PURPOSES:

To hear reports on District VICA Leadership Day.

III. PREVIOUS LEARNINGS:

Students have attended District VICA Leadership Day.
be able to report and make suggestions for improvement for
STATE VICA LEADERSHIP CONFERENCE DAY.

IV. PRESENTATION:

A. President calls meeting to order in regular VICA opening ceremonies.
B. President should present chairman of District VICA Leadership Day for report on District VICA Leadership Conference Day.
C. Each participant should report what he found to be "right" and "wrong" and suggest improvements to be made for STATE VICA LEADERSHIP CONFERENCE DAY.
D. All winners will be able to attend STATE VICA LEADERSHIP DAY.
E. Inform the students who want to attend these days, who were not winners, what the costs will be, etc.
F. Inform all other chairmen to be ready for up-to-date reports for next meeting.
G. Meeting adjourns.

V. ASSIGNMENTS:

A. Remind the committee chairmen to be ready with reports for next meeting.
B. Remind safety committee to be up-to-date on their projects and ask if they need any help from other students.

VI. MATERIALS NEEDED:

A. Copy of STATE VICA LEADERSHIP CONFERENCE DAY ACTIVITIES and contest guidelines.
B. Notepaper for jotting notes on the reports given at this meeting.
C. Advisor's Guide.
D. Be ready with any suggestions, etc., to be handed out, if necessary.

UNIT LESSON PLAN

VICA

I. VICA - Week 28. 3rd Day. APRIL

II. PURPOSES:

A. To hear up-to-date reports from all committees.
B. To plan for STATE VICA LEADERSHIP CONFERENCE DAY.
C. To finalize April's activities which were scheduled on the Yearly Program of Work.

III. PREVIOUS LEARNINGS:

A. Students are familiar with committee reports.
B. Students have attended District contests and are now ready to plan for State contests.
C. Students are familiar with the Yearly Program of Work.

IV. PRESENTATION:

A. President calls meeting to order in regular VICA opening ceremonies.
B. Business and activities for the month of April should be discussed and disposed of.
C. Each committee chairman should given an up-to-date report on their progress.
D. Any committee needing additional help should ask for volunteers.
E. Start planning for State VICA LEADERSHIP CONFERENCE DAY. Any participant ready to perform his particular skill or speech may do so at this meeting.
F. Discussion for an outstanding performance at State should be encouraged at this time.
G. Meeting adjourns.

V. ASSIGNMENTS:

A. No particular assignments other than activities for the month and contests.
B. Remind them that next meeting will take care of conduct for STATE VICA LEADERSHIP CONFERENCE DAY.

VI. MATERIALS NEEDED:

A. Copy of STATE VICA LEADERSHIP CONFERENCE DAY activities and contest guidelines.
B. Advisor's Guide.
C. Notepaper for taking notes on committee reports.
D. National Leadership Handbook, June 1970.

UNIT LESSON PLAN

VICA

I. VICA - Week 29. 3rd Day. APRIL

II. PURPOSES:

A. To work on all plans concerning STATE VICA LEADERSHIP DAY.
B. To hear campaign speeches of students running for State Officer.

III. PREVIOUS LEARNINGS:

A. Students are familiar with the planning of these DAYS.
B. Students are familiar with campaign speeches.

IV. PRESENTATION:

A. President calls meeting to order in regular VICA opening ceremonies.
B. President presents candidates for State Officers to give their speeches before this class.
C. Suggestions for improvement should be given.
D. Now all work on plans for STATE VICA LEADERSHIP DAY.
E. Conduct discussed thoroughly.
F. Meeting adjourns.

V. ASSIGNMENTS:

A. WORK! PLAN! WORK! PLAN! WORK! PLAN!
B. Make campaign posters, data sheets, etc.

VI. MATERIALS NEEDED:

A. Posters for campaigning.
B. Magic markers, tape, etc.
C. Advisor's Guide.
D. National Leadership Handbook, June 1970.
E. Copy of activities and contest guidelines for STATE VICA LEADERSHIP CONFERENCE DAY.

UNIT LESSON PLAN

VICA

I. VICA - Week 30. 3rd Day. APRIL

II. PURPOSES:

A. To finalize all plans for STATE VICA LEADERSHIP DAY.
B. To finalize transportation and costs.

III. PREVIOUS LEARNINGS:

Students have had previous experience in these lines when they attended District VICA Leadership Conference Day.

IV. PRESENTATION:

A. President calls meeting to order.
B. All final plans are made at this time.
C. Transportation and costs are finalized.
D. Final assignments and instructions should be given at this time.
E. Meeting adjourns.

V. ASSIGNMENTS:

A. GOOD LUCK AT STATE VICA CONTESTS!
B. Bring back as many trophies as can be transported.

VI. MATERIALS NEEDED:

A. Assignment sheets.
B. Schedules of where students should be and when.
C. Instructions about conduct should be handed out so there will be no misunderstandings.
D. Be sure to wear official VICA wearing apparel.

UNIT LESSON PLAN

VICA

I. VICA - Week 31. 3rd Day. APRIL

II. PURPOSES:

A. To hear report on STATE VICA LEADERSHIP CONFERENCE DAY.
B. To hear suggestions for changes next year.

III. PREVIOUS LEARNINGS:

Have attended STATE VICA LEADERSHIP CONFERENCE DAY.

IV. PRESENTATION:

A. President calls meeting to order in regular VICA opening ceremonies.
B. President presents each participant at STATE VICA LEADERSHIP DAYS for his report of his activities.
C. Discussion and suggestions for changes and improvements for next year and for Nationals.
D. Each student should tell the fun and the work at conventions, and what they have gained in experiences and why students returning next year should try to participate.
E. Take up any unfinished business that should be disposed of at this time.
F. Meeting adjourns.

V. ASSIGNMENTS:

A. Make assignments for students who are going to Nationals.
B. Explain about Nationals, when it is, conduct, activities, transportation, costs, etc.

VI. MATERIALS NEEDED:

A. Copy of National contests rules and regulations.
B. Copy of National Officer candidate rules and requirements.
C. Advisor's Guide.
D. National Leadership Handbook, June 1970.

UNIT LESSON PLAN

VICA

I. VICA - Week 32. 3rd Day. MAY

II. PURPOSES:

A. To make final activities plans on the Yearly Program of Work for May and June.
B. To have students prepared to make thorough reports at the All-School Assembly on unit's Yearly Program.
C. To discuss further about Nationals.
D. To discuss and hear reports if all committee reports have been turned in to the All-School Historian, Advisor, etc.
E. To hear if all news has been turned in to proper persons.

III. PREVIOUS LEARNINGS:

Students have had previous experience in all of these activities mentioned in purposes of this meeting.

IV. PRESENTATION:

A. President calls meeting to order in regular opening ceremonies.
B. Discuss final activities to be finished which were scheduled on the unit Yearly Program of Work for May and June.
C. Discuss reports and see that all students have turned in their committee reports to proper persons, e.g. All-School Advisor and Historian, Reporter, etc.
D. Discussion should be made as to whether the class thinks they have received proper news coverage both in school and in the news media for the community.
E. Discussion should be made about committee reports and Convention reports prepared to be given at the All-School Assembly for unit for the Yearly Program.
F. Discussion should be made about attending Nationals, as far as those participating in contests -- others: costs, transportation, lodging, conduct, etc.
G. Take up and dispose of any unfinished business at this time.
H. Meeting adjourns.

VICA - Week 32. 3rd Day continued. MAY

V. ASSIGNMENTS:

A. Make final assignments about Nationals.
B. Assign those wanting a final social to get together and plan what they want for presentation to the next meeting.
C. Make other assignments deemed necessary at this time.

VI. MATERIALS NEEDED:

A. Copy of National contest rules and regulations.
B. Copy of National Officer candidate rules and requirements and have it filled in completely to be mailed to State VICA Advisor.
C. Advisor's Guide.
D. National Leadership Handbook, June 1970.
E. Unit Scrapbook and news coverages to date.
F. Paper for making assignments.

UNIT LESSON PLAN

VICA

I. VICA - Week 33. 3rd Day. MAY

II. PURPOSES:

To dispose of the unit meeting this week and attend the All-School Assembly.

III. PREVIOUS LEARNINGS:

Students are experienced by this time or at least they certainly should be.

IV. PRESENTATION:

Students attend All-School Assembly and give all necessary and prepared reports.

V. ASSIGNMENTS:

None.

VI. MATERIALS NEEDED:

Students need copies of their reports to give to the proper persons after reporting to the student body during the All-School Assembly.

201

UNIT LESSON PLAN

VICA

I. VICA -- Week 34. 3rd Day. MAY

II. PURPOSES:

A. To discuss the possibility of having a final social gathering.
B. To discuss if all activities have been carried out as scheduled in unit Yearly Program of Work.
C. To hear suggestions for next year's Program of Work.

III. PREVIOUS LEARNINGS:

Students are experienced.

IV. PRESENTATION:

A. President calls meeting to order in regular VICA opening ceremonies.
B. Discussion of final social gathering.
C. Discussion on activities being carried out as pre-scheduled.
E. Dispose of last-minute business.
F. Meeting adjourns.

V. ASSIGNMENTS:

Make assignments deemed necessary.

VI. MATERIALS NEEDED:

A. Copy of this year's unit Yearly Program of Work.
B. Paper for notes on social gathering.
C. Advisor's Guide.
D. National Leadership Handbook, June 1970.
E. Parliamentary Guide.

UNIT LESSON PLAN

VICA

I. VICA - Week 35. 3rd Day. MAY

II. PURPOSES:

To finalize all plans on going to Nationals.

III. PREVIOUS LEARNINGS:

Students are experienced.

IV. PRESENTATION:

A. President calls meeting to order -- probably for the last time this year.
B. Discussion on final plans for Nationals.
C. Dispose of any unfinished business.
D. Meeting adjourns.

V. ASSIGNMENTS:

Only those necessary for Nationals.

VI. MATERIALS NEEDED:

A. Copy of National rules and regulations.
B. Advisor's Guide.
C. National Leadership Handbook, June 1970.
D. All receipt books should be turned in to sponsor to be turned in to All-School Advisor.

REFERENCE MATERIALS

Title	Where Available
Leadership Handbook	VICA Headquarters P. O. Box 3000 Leesburg, Virginia 22075
Officers Handbook	VICA Headquarters P. O. Box 3000 Leesburg, Virginia 22075
Your VICA Year (Suggested Calendar of Activities)	VICA Headquarters P. O. Box 3000 Leesburg, Virginia 22075
The National Program of Work	VICA Headquarters P. O. Box 3000 Leesburg, Virginia 22075
Guide to Public Relations	VICA Headquarters P. O. Box 3000 Leesburg, Virginia 22075
Parliamentary Guide for Vocational Industrial Clubs of America by Jarrell D. Gray	Texas A & M University Vocational Instructional Svs. F. E. Box 182 College Station, Texas 77843
Workbook of Parliamentary Guide for Vocational Industrial Clubs of America	Texas A & M University Vocational Instructional Svs. F. E. Box 182 College Station, Texas 77843
VICA Supply Catalogue	Balfour Supply Service 11722 Parklawn Drive Rockville, Maryland 20852